AGENDA

ADMINISTRATION COMMITTEE MEETING

203 W. DIGGINS ST.

WEDNESDAY, JULY 22, 2026 - 6:30 PM

1. Call meeting to order

2. Roll Call
   Verify Quorum is present. Three (3) members must be physically present to achieve quorum.

3. Committee Member to attend the meeting electronically pursuant to Section 2.05.H Electronic Attendance at Meeting Rule

4. Public Comment

5. Approve Minutes of May 20, 2026

6. Approve Harvard Nutrition TIF Redevelopment Agreement

7. Declare Surplus Property

8. New Business

9. Motion to Enter Closed Session
   - Discussion of Personnel Pursuant to Section 2(c)(1) of the Illinois Open Meetings Act

10. Motion to Come Back into Open Session

11. Adjourn

ADMINISTRATION COMMITTEE MEETING MINUTES
WEDNESDAY, MAY 20, 2026 –6:30 PM

Chairwoman Haderlein called the Administration Committee Meeting to order at 6:30 PM. Committee members present: Alderwoman Haderlein, Alderman Lavallee, Alderman Albertson, and Alderman Kriete. A quorum was present. Also Present: Mayor Kelly, City Clerk Logan, City Administrator Bejot, and members of the audience.

Attendance at Meeting Rule

The chair noted that since all Committee members were physically present, there was no need for anyone to attend electronically.

Public Comment

The chair opened the floor for public comment, reminding attendees that comments should pertain to items not on the agenda.

Approve Minutes of March 7, 2026

A motion was made by Alderman Lavallee, seconded by Alderman Albertson to approve the minutes of March 7, 2026, as presented. All ayes. Motion carried.

Discussion/Action – Request from Peggy Jenkins to Remove Resident Parking Only Restriction at 102 W. Blackman St.

Peggy Jenkins, 102 W. Blackman St., appeared before the Committee to request removal of the "Resident Parking Only" restriction in front of her residence. Ms. Jenkins explained that the restriction had originally been established at her request years ago to prevent a neighboring business from monopolizing parking while her elderly mother required accessible parking near the home. Since her mother's passing, the original need for the restriction no longer exists, and neighbors have expressed frustration that visitors must park in front of neighboring homes due to the restricted parking area.

Discussion clarified the current parking restrictions on the block. The north side of West Blackman Street between Division Street and First Street is posted "No Parking," while the south side is designated "Resident Parking Only." Mayor Kelly and City staff identified the applicable ordinance language in Section 15.06(2) of the Harvard Municipal Code, which designates resident-only parking on the south side of West Blackman Street from Division Street westward to First Street. The Committee noted that, under the current ordinance, visitors to residences on that block are technically prohibited from parking there, although the restriction has not been actively enforced.

Alderman Albertson questioned whether the neighboring auto business might resume parking vehicles along the street if the restriction were removed. Ms. Jenkins stated that the business closes by approximately 4:00–5:00 p.m. and has not used the street for parking in recent years. The Committee found this response satisfactory.

The Committee agreed that amending the ordinance to remove the resident-only parking restriction on the south side of West Blackman Street was the appropriate course of action and recommended forwarding the matter to the City Council for final consideration.

A motion was made by Alderman Albertson, seconded by Alderman Kriete, to recommend that the City Council amend Section 15.06(2) of the Harvard Municipal Code to remove the resident-only parking restriction on West Blackman Street from Division Street (U.S. Route 14) to First Street. All ayes. Motion carried.

Discussion/Action Harvard Fire Protection District Intergovernmental Agreement for Plan Review, Inspection Process and Code Enforcement of Fire Safety Codes and Regulations

City Administrator Bejot provided background on the agreement, noting that the IGA process began in the fall of the previous year, was reviewed by both the Harvard Fire Protection District and the City's attorneys, and was later delayed during the transition to a new Building and Planning Director. Since that time, the Building and Planning Department reviewed the agreement and found it satisfactory. City Administrator Bejot also noted that the City recently executed a separate agreement with HLR for all other plan reviews and inspections, with fire life safety specifically excluded, making this IGA necessary to address that function.

Harvard Fire Protection District Fire Chief John Kimmel joined the Committee to continue discussion of the proposed Intergovernmental Agreement (IGA) between the City of Harvard and the Harvard Fire Protection District regarding fire life safety plan review, inspections, and code enforcement.

Fire Chief Kimmel reviewed several sections of the draft agreement that had been flagged with tracked changes for further discussion.

Regarding the dispute resolution language in paragraph one, Fire Chief Kimmel stated the fire district's preference that, in matters involving fire life safety variances, the district rather than the City retain final decision-making authority, citing the district's expertise and responsibility for life safety outcomes. He provided an example involving sprinkler system thresholds and the possibility of an agricultural or industrial operator requesting a variance due to product sensitivity to water.

The Committee discussed balancing the fire district's authority in life safety matters with the City Council's oversight role. Mayor Kelly summarized the district's intent as establishing the fire district as the "default" authority on life safety variance decisions, while requiring written notification to the City of any deviation from adopted codes. Alderman Albertson raised the issue of liability, specifically whether the fire district would bear legal responsibility if an approved variance later contributed to a loss. Fire Chief Kimmel confirmed that this was the district's understanding and intent, noting that any variance granted would be documented in writing and shared with the City.

City Administrator Bejot indicated that legal counsel had not yet reviewed the fire district attorney's most recent correspondence and recommended returning the matter to Committee once that review is complete.

The Committee also discussed the relationship between fire life safety variances and the City's UDO variance process, given that the UDO adopts the fire code by reference. Staff acknowledged that the process for obtaining a life safety variance remains an open legal question requiring further review by counsel.

Regarding the plan review timeline in paragraph two, Fire Chief Kimmel sought clarification that the ten-day review period applies only to inspections or plan reviews requested by the City and not to the fire district's routine inspection program. Staff confirmed this understanding. Fire Chief Kimmel also noted that, for larger projects, the district may engage outside vendors for plan review, as had occurred previously with a large industrial facility. The Committee agreed that the agreement should include language allowing extended review timelines for larger or more complex projects, with outsourced review periods tied to the contracted timeline of the third-party reviewer.

Discussion also focused on the agreement's fee schedule. Fire Chief Kimmel noted that the current language requires City pre-approval of fees and questioned how future fee changes could occur without reopening the entire IGA. After discussion, the Committee agreed that the fee schedule should be structured as an addendum to the agreement so it may be amended independently. The Committee further agreed that any outside plan review fees charged to applicants must be reviewed and approved in advance by the Community Development/Building Department to ensure reasonableness.

Alderman Lavallee noted that this provision would protect the City from disproportionate third-party review costs.

Regarding the insurance and liability coverage requirements in Section Eight, Fire Chief Kimmel stated the district preferred maintaining coverage at $1,000,000, given that the district would bear primary responsibility for life safety decisions, rather than the higher amount previously suggested when the City retained final authority. The Committee agreed to defer the final determination on coverage amounts to legal counsel for both parties.

Fire Chief Kimmel expressed appreciation for the working relationship that has developed with the Building and Planning Department, noting that several joint inspections and a minor plan review had already been completed collaboratively and successfully.

City Administrator Bejot stated she would promptly review the fire district attorney's recent correspondence and continue working to resolve the remaining language issues, with the goal of bringing a finalized agreement back to Committee in time for approval at the July City Council meeting.

The Committee also noted that a special meeting could be called if a significant project required earlier finalization of the IGA.

No formal action was taken. The item was tabled pending further legal review and return to Committee.

Discussion/Action to Amend McHenry County Enterprise Zone Agreement

City Administrator Bejot presented proposed amendments to the McHenry County Enterprise Zone Agreement, which the City has participated in for several years. The amendments were identified as necessary to address duplicative language and an inadvertent provision in Section 3 of the agreement specific to Harvard.

Specifically, the proposed deletions include Sections V(a), V(b)(5), and V(b)(6). Staff explained that these sections reference state-administered tax exemptions that are not within the City's authority to grant or modify, making their inclusion in the agreement redundant. Additionally, language was included stating that the City would waive utility taxes; staff confirmed this was not City policy and was included in error. That language will also be removed.

Staff noted that the Enterprise Zone has already approved the changes and that the two newly added areas to the zone require no City action. Only the Harvard-specific amendments require Council approval. The McHenry County Economic Development Corporation Director identified the discrepancies during a routine review.

Chairwoman Haderlein asked whether the errors had caused any practical issues. Staff confirmed the amendments are housekeeping in nature and that no adverse effects have been identified.

A motion was made by Alderman Albertson, seconded by Alderman Kriete, to recommend approval to the City Council of the proposed amendments to the McHenry County Enterprise Zone Agreement, including deletion of Sections V(a), V(b)(5), and V(b)(6), as presented. All ayes. Motion carried.

Discussion/Action on Appointments of Ethics Commission Members per Chapter 3 of the Municipal Code

City Administrator Bejot reported that, per prior Committee direction, she had identified three candidates willing to serve on the City's Ethics Commission (EPIC) as established under Chapter 3 of the Municipal Code. Brief biographical summaries of each candidate were included in the meeting packet to provide Committee members with context regarding each individual's background and connection to the Harvard community.

City Administrator Bejot explained the process going forward: if approved by Committee and subsequently by City Council, each candidate would be contacted regarding availability for swearing in. The commission would then convene one organizational meeting to elect a chair and determine the length of each member's initial term, after which no further meetings would be required unless an alleged ethics violation is brought forward. Staff confirmed that the City attorney, who has been voted to serve as the City's ethics advisor, would be present at any commission meeting.

The Committee briefly discussed the term structure for the commission—two members serve two-year terms and one member serves a one-year term—which is designed to ensure continuity so that all members do not rotate off simultaneously. Committee members also raised a question regarding the scope of Chapter 3, particularly whether volunteer members of advisory boards and commissions (as distinct from paid employees and elected officials) are subject to the ethics code. Staff indicated this would be verified.

The Committee expressed support for the proposed candidates, noting that the biographies provided were helpful context and a model for how future appointment recommendations should be presented.

A motion was made by Alderman Lavallee, seconded by Alderman Kriete to accept the three candidates proposed by City Administrator Bejot for appointment to the Ethics Commission. All ayes. Motion carried.

The Committee also briefly noted that the underlying Chapter 3 language, including the term structure, had not been revisited since its adoption in 2004, and suggested that a future agenda item could examine whether any updates or clarifications to the code are warranted.

Action Item Assigned to staff to add a review of Chapter 3 to a future Committee agenda.

Discussion/Action on Waste Hauling Services

City Administrator Bejot informed the Committee that the City's current waste hauling contract with MDC Environmental Services (MDC) expires in December 2026, and that MDC has contacted the City regarding a possible renewal. City Administrator Bejot presented the matter for direction, noting that proceeding with either a negotiated renewal or a Request for Proposals (RFP) for competitive bidding requires City Council authorization.

Mayor Kelly noted that at least two other vendors have expressed interest in bidding for the service. The Committee recalled that the previous contract cycle resulted in only one bid, which limited pricing leverage, though it did result in enhanced service options, including a smaller cart for senior residents.

Alderman Lavallee and Alderman Albertson supported issuing an RFP, with Alderman Albertson stating that the City would be "doing the town injustice" if it did not pursue a competitive process given current vendor interest.

The contract's December 2026 expiration makes this a time-sensitive, recurring operating expense. Funding levels will be determined through the RFP process and incorporated into the City's operating budget. Competitive bidding is intended to secure the most favorable pricing and service terms for residents, with potential for both cost savings and service enhancements. The City Council will oversee evaluation of proposals.

A motion was made by Alderman Albertson, seconded by Alderman Kriete, to refer to City Council a recommendation to issue a Request for Proposals for waste hauling services. All ayes. Motion carried.

Discussion on Commissioner and Committee Member Appointment Process

Chairwoman Haderlein opened discussion on the process for appointing commissioners and committee members, citing concerns related to the Zoning Board of Appeals regarding transparency, clarity of term information, and Council involvement in appointments.

She identified concerns including that board and commission members are often unaware of their term lengths or expiration dates; that the City website does not consistently display term information; that appointment recommendations are sometimes presented without supporting background; and that individuals whose terms expire are typically sent a thank-you letter rather than being contacted regarding reappointment. She also referenced a long-serving Zoning Board member with strong attendance who was not contacted prior to his term expiring.

Alderman Albertson supported these concerns and added that onboarding materials for new commission members—particularly on the Planning & Zoning Commission—are limited. He noted the Commission currently has one long-tenured member and several newer appointees, and that it had not met in approximately seven months. He further suggested that commission webpages include appointment and term expiration dates for transparency.

Alderman Lavallee emphasized the importance of staggered terms to ensure continuity and raised the possibility of reviewing the current five-year term length for Zoning Board members.

Alderman Kriete stated that public notice of board and commission vacancies should be improved to increase transparency and participation. He also noted that appointment recommendations should include candidate qualifications and background information to support informed Council decision-making, and that clearer eligibility and appointment information would reduce confusion in the process.

Mayor Kelly provided context on the appointment process, distinguishing between department director hires and commission appointments, which he described as within the Mayor's statutory authority, with Council's role being approval or denial. He stated he is open to Council input and recommendations, and supported several administrative improvements, including updating the City website with appointment and term information, providing candidate biographies with recommendations, expanding vacancy advertising, and enhancing onboarding and procedural training, including potential involvement of City attorneys for Zoning Board training. City Clerk Logan noted that public advertisement of board vacancies had previously encouraged his own participation in local government, underscoring the value of outreach.

The Committee reached general consensus on the following administrative improvements, with no formal action taken: updating the City website to include term information for all board and commission members; providing candidate biographies with appointment recommendations; publicly advertising vacancies as they occur; enhancing onboarding and procedural training for new members, particularly on the Zoning Board; and encouraging continued consideration of aldermanic recommendations and candidate referrals to the Mayor.

Declare Surplus Property

The Committee reviewed a list of surplus property presented for declaration, including a quantity of older chairs described as being scattered throughout various City facilities.

A motion was made by Alderman Kriete, seconded by Alderman Albertson to recommend to the City Council the proposed ordinance declaring the items on the list as surplus property. All ayes. Motion carried.

New Business

Daylighting Standards at Intersections

Alderman Albertson requested consideration of adopting daylighting standards to improve visibility at intersections by restricting parking near crosswalks and stop signs. He identified visibility concerns at several intersections, including West Blackman Street and State Route 14, and the Thompson Street intersection. City Administrator noted that an informal arrangement with a nearby auto business has improved visibility at Thompson Street by limiting vehicle placement near the intersection. The Committee agreed the issue relates primarily to parking restrictions. Mayor Kelly suggested consulting with City Engineer Rozwadowski for applicable standards.

Action Item: Staff to consult with the City Engineer regarding daylighting standards.

Fire Hydrant Color Standards

Alderman Albertson noted the City does not have adopted standards for fire hydrant color coding. He stated that hydrant colors are typically used to indicate flow capacity, and noted that while most hydrants in the City are red, some along Ayer Street are painted black from a prior beautification effort, which may cause confusion since black can indicate an out-of-service hydrant. He suggested the City consider adopting a standard and

proposed the idea of decorative hydrant painting along the Milk Days Parade route, while maintaining required safety markings. Mayor Kelly referenced similar community art initiatives in other jurisdictions. The Committee agreed that input from the Harvard Fire Protection District is needed prior to any changes.
Action Item: Alderman Albertson to obtain written confirmation from the Fire Protection District regarding hydrant color requirements.

Ordinance Fine Structures and Repeat Offender Provisions
Alderman Kriete questioned whether current ordinance fine structures are sufficient to deter repeat violations and whether the Code includes mechanisms for escalating penalties for repeat offenses. He requested data on the five most frequently cited violations over the past three years, along with associated fine structures. Mayor Kelly cautioned against excessive fines that could be perceived as revenue-driven rather than compliance-focused.

Chairwoman Haderlein noted that some municipalities treat repeat violations within a defined time period as continuations of the original offense rather than separate citations, and suggested this approach could be reviewed. Mayor Kelly confirmed the City Code does not currently include such provisions.

The Committee discussed common seasonal violations and agreed that additional enforcement data would help inform potential updates.

Action Item: City Administrator Bejot to compile the top five most common code enforcement violations and associated fine structures, and to research how peer communities address repeat-offender escalation policies.

A motion was made by Alderman Lavallee, seconded by Alderman Kriete to adjourn the meeting. All ayes. Motion carried.

The meeting was adjourned at 8:30 PM.

Submitted by:
Chairwoman Lisa Haderlein

ORDINANCE NO. 2026 -

An Ordinance Declaring Surplus Personal Property Owned by the City of Harvard and Authorizing the Sale of Said Personal Property

WHEREAS, in the opinion of a simple majority of the corporate authorities then holding office in the City of Harvard, McHenry County, Illinois, that it is no longer necessary or useful to or for the best interests of the City of Harvard to retain certain personal property now owned by the City.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the CITY OF HARVARD, McHenry County, Illinois, as follows:

SECTION 1: Pursuant to 65 ILCS 5/11-76-4 of the Illinois Municipal Code, the Mayor and City Council find that certain personal property owned by the City of Harvard and described in Exhibit A is no longer necessary or useful to the City of Harvard and is hereby declared surplus property.

SECTION 2: Pursuant to 65 ILCS 5/11-76-4, the City Administrator is authorized and directed to sell or dispose of the personal property described in Exhibit A.

SECTION 3: 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 4: All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

SECTION 5: This Ordinance shall be in full force and effect upon its passage, approval, and publication in pamphlet form (which publication is hereby authorized) as provided by law.

Aye:

Nay:

Absent:

Abstain:

APPROVED:

____
Mayor Michael P. Kelly

(SEAL)
ATTEST: ______________________________
City Clerk Scott S. Logan

Passed:

Approved:

Published: In Pamphlet Form

C E R T I F I C A T I O N

I, SCOTT S. LOGAN, do hereby certify that I am the duly elected, acting and qualified Clerk of the City of Harvard, McHenry County, Illinois, and that as such Clerk, I am the keeper of the records and minutes and proceedings of the Mayor and Aldermen of said City of Harvard.

I do hereby further certify that at a regular meeting of the Mayor and Aldermen of the City of Harvard, held on the ____ day of ___________, 2026, the foregoing Ordinance entitled: *An Ordinance Declaring Surplus Personal Property Owned by the City of Harvard and Authorizing the Sale of Said Personal Property* was duly passed by the Mayor and Aldermen of the City of Harvard.

The pamphlet form of Ordinance No. 2026-   , including the Ordinance and a cover sheet thereof, was prepared, and a copy of such Ordinance was posted in the City Hall, commencing on the _____ day of ______, 2026, and continuing for at least 10 days thereafter. Copies of such Ordinance were also available for public inspection upon request in the office of the City Clerk.

I do further certify that the original, of which the attached is a true and correct copy, is entrusted to me as the Clerk of said City for safekeeping, and that I am the lawful custodian and keeper of the same.

Given under my hand and corporate seal of the City of Harvard this ______ day of July, 2026.

____
Scott S. Logan, City Clerk
City of Harvard,
McHenry County, Illinois

(SEAL)

Exhibit A

SURPLUS PROPERTY JULY 2026

Item Description	Qty	Serial/ID #	Intent
Think Centre Hard Drive	1	1S09588IumJ26ZVT	Scrap
Epson Home Cinema Projectors	2	WDQK6S00561 XBAK1500314	Scrap
Antenna AC1350	1	2172121001096	Scrap