

## ADMINISTRATION COMMITTEE MEETING MINUTES

November 20, 2023 – 7:00 pm

Chairperson Lisa Haderlein called the meeting to order at 6:30 pm. Committee members present: Chairperson Lisa Haderlein, Alderman Dan Carncross and Alderman Charlie Gorman. Committee member Alderman Matt Perkins was absent. Also present were Mayor Mike Kelly, City Administrator Lou Leone, Finance Director Deb Bejot and Community Development Director Donovan Day.

### **Public Comment**

Chairwoman Haderlein opened the floor to public comment for any item not on the agenda. There were none.

### **Presentation One Fiber Inc. – Municipal Fiber Internet**

Robert Schouwenburg, LITH, gave a presentation on building a municipal fiber network in Harvard. One Fiber Inc. develops the blueprint and network design for municipal fiber internet. A packet of information was distributed to the Committee.

### **Tax Levy**

Finance Director Deb Bejot gave an overview of the proposed tax levy and recommends the full 5% rate. After discussion, a motion was made by Alderman Carncross, seconded by Alderman Gorman to recommend to the City Council approval of the requested tax levy amount. All ayes. Motion carried.

### **Resolution Adopting the 2023 McHenry Co. Natural Hazard Mitigation Plan and Continuation of Hazard Mitigation Planning Committee**

City Administrator Leone gave an overview of the mitigation plan which was approved by McHenry County last September and has been approved by several cities in McHenry Co. A motion was made by Alderman Gorman, seconded by Alderman Gorman to recommend to the City Council approval of the proposed resolution as presented. All ayes. Motion carried.

### **Proposed Ordinance to Dissolve TIF #1 (Downtown TIF)**

TIF #1 is scheduled to close December 31<sup>st</sup> with the final bond payment on January 15<sup>th</sup>. This particular TIF is upside down and there are no excess revenue funds to be distributed to the taxing bodies who have all been notified of the TIF closure. A motion was made by Alderman Gorman, seconded by Alderman Carncross to recommend to the City Council approval of the proposed ordinance to dissolve TIF #1. All ayes. Motion carried.

### **Surplus Property Declaration**

The Committee reviewed the list of surplus property which includes stone trash receptacles, a NAPA lift, fencing, 2007 Ford F-150 and a Berlong Strong Rock Bucket SKL-84. The policy going forward is to declare surplus property as it comes up which will free up storage space. A motion was made by Alderman Carncross, seconded by Alderman Gorman to recommend to the City Council that the submitted list be declared surplus. All ayes. Motion carried.

### **Amend Driveway Ordinance**

Community Development Director Day reviewed his memo and proposed ordinance as it relates to driveways which should reduce the amount of driveway variance requests that come before the City Council. There was discussion about deleting the clause “and the driveway extension occurs to the opposite side of the principal use”. The consensus was to include additional language to include requiring driveway expansions to be installed opposite side of the principal use unless circumstances don’t allow for it. A motion was made by Alderman Gorman, seconded by Alderman Carncross to recommend to the City Council approval of the ordinance amending Section 19.15.B.4, Driveways and Parking Area Requirements and Section 19.15.F1.d, Design and Maintenance - Parking Spaces with the edits made by Donovan as discussed. All ayes. Motion carried.

### **New Business**

#### **Personnel Manual for Review**

City Administrator Leone reported that he emailed the draft updated personnel manual to department heads and the Committee for review/input. The updated employee manual is very detailed and codifies legal updates, various policies and general expectations for staff members. He would like to have the manual in effect by February 1<sup>st</sup>, 2024. Once approved, he will meet with individual department heads to go over the changes.

Paid Leave for All Workers Act – Vacation Benefits Draft Policy

The Illinois General Assembly passed the Paid Leave for All Workers Act that requires employers to provide paid leave to permanent part-time workers. City Administrator Leone reviewed the vacation benefits which calculates leave on an accrual basis which gives employees 1 hour for each 40 hours worked. There was an attempt in legislature to delay the effect date for municipalities to July 1<sup>st</sup>; that attempt failed so the act becomes effective statewide January 1<sup>st</sup>, 2024. In January, the IML and ILCMA will talk to legislators about exempting municipalities altogether. As it currently becomes effective January 1<sup>st</sup>, the consensus was for Lou to finalize the draft ordinance to be submitted to the City Council for approval.

RFP Water Tower Maintenance

During the process of obtaining a new proposal for the exterior painting of the water tower by Lion's Park, the contractor brought to the City's attention that the interior of the tower is in worse shape than the exterior; the cost to paint both interior and exterior is about \$600K. The contractor said another solution is to consider a 10-year maintenance plan that would cover complete rehabilitation and maintenance of the City's three water towers with payments made over time. The contract would be front-loaded where the payments in the first five years would be higher and decrease in the latter five years. The minimum for this upcoming budget year would be to paint the inside of the tower and consider pursuing a ten-year plan. Staff is preparing an RFP to get several bids to see if it makes sense to pursue a maintenance plan or to continue on an ala carte basis.

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

The next meeting was scheduled for January 10, 2024, at 6:30 pm.

Meeting adjourned at 8:20 pm.

Submitted by:  
Chairwoman Lisa Haderlein