

AGENDA
ADMINISTRATION COMMITTEE MEETING

201 W. DIGGINS ST.

February 8, 2024 – 6:30 pm

1. Roll Call
2. Public Comments
3. Water Billing Rates
4. Water Tower Program
5. Christopher Burke Engineering Proposal for Engineering Services for Lead Water Service Line Inventory/Replacement Plan
6. Milky Way Park Pit/Pump
7. Surplus Property Declaration
8. Discussion on Changing City Clerk to an Appointed Position
9. New Business
10. Adjourn

City of Harvard Memo

To: Members of the Administration Committee
From: Debi Bejot
Date: 2/8/2024
Re: Water Billing Data and Increase Proposal

Data:

- Approximately 2,816 active usage accounts per billing cycle
- 55 to 60 additional flat fee users not currently billed (research pending)
- 225 average users per billing cycle under 3 units (based on winter billing – less usage/snowbirds, etc)
- Average user = 13 units per billing cycle (1 unit = 750 gallons)
- Base usage fee is \$24.80 for 0-2.66 units (then \$9.32 each unit after) + flat Maintenance \$20, flat Infrastructure \$25, flat EPA \$1.06 and 5% utility tax
- Other communities charge a base usage fee and utility tax, but the majority do not have flat fees, or flat fees are minimal

Recommendations:

- Charge by unit starting with 1 unit starting on May 1
 - ✓ BS&A cost to reconfigure Water Billing Database \$0 additional
 - ✓ Will result in a possible reduction of \$3,000 (or less - based on 225 average usage winter billing), but individual minimum users will save
- Increase usage fees 6% over the next three years
 - ✓ To keep up with cost increases (salary/benefits and costs of doing business)
 - ✓ Per Unit increases over 3 years = \$9.88 / \$10.47 / \$11.10
 - ✓ Estimated \$145K / \$154K / \$162K increase over three years in usage collectables
- Flat Fees
 - ✓ Increase Infrastructure from \$25 to \$35 per billing (for IEPA Loan Payment)
 - ✓ EPA Fee \$1.06 remains the same
 - ✓ Maintenance fee – 3 choices
 - Remain at \$20 – This is feasible for maintaining and doing some extras
 - Increase to \$25 – This will allow for greater future improvements
 - Step increases – Remain at \$20 year one, \$22 year two, \$25 year three
 - Increase Infrastructure from \$25 to \$35 per billing (for IEPA Loan Payment)
 - ✓ Utility tax remains at 5%

Snapshot (based on Maintenance fee remaining at \$20):

- 0-unit user will have a bill of Maintenance/Infrastructure/EPA/Tax only - \$58.86 per billing cycle
- 1-unit user will have a bill of \$9.88 (first year), plus flat fees and tax = \$69.23 per billing cycle
- Current “minimum bill” is \$74.40
- Average user (13 units) will have a bill of \$128.44 (first year), plus flat fees and tax = \$193.73 per billing cycle (up approximately \$18 per billing cycle = \$108 per year)



October 18th, 2023

City of Harvard, Illinois
750KG Single Pedestal Spheroid

We are pleased to submit this project estimate for supplying equipment, materials, labor and insurance to perform interior and exterior painting and repairs for the 750,000 gallon Single Pedestal Tank.

Exterior Blasting and Coating	\$275,000	E
City Logo Template and Application	\$25,000	E
Containment of the Tank (if Required).....	\$150,000	E
Interior Dry Coating Repairs (Spot Repairs).....	\$20,000	I
Interior Wet Blasting and Coating	\$230,000	I
Repairs:		
Interior Wet Ladder Replacement.....	\$8,000	I
Roof Vent Replacement.....	\$11,000	
Steel Roof Structure Repair/Replacement (TBD*).....	\$35,000*	

Handwritten red annotations: \$450,000 (bracketed next to Exterior Blasting and Coating and City Logo Template and Application), \$258,000 (bracketed next to Interior Wet Blasting and Coating and Interior Wet Ladder Replacement), and a red arrow pointing from the \$11,000 value to the right.

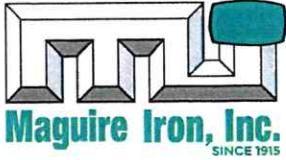
The above is an estimate for use for budgetary purposes. We have tried to assume on the high side to account for inflation, and we have priced with the highest end coating systems available. The repairs to the steel roof structure could vary up or down from the estimate shown above, as the need and degree of repair will be fully revealed when the existing interior coatings are blasted and we can then assess the true damage to the steel.

Viking offers cost spread options to our customers as well, to help municipalities take full care of their water tanks within a manageable annual spend. This option is very customizable and unique to each customer and requires additional discussion between Viking and City leadership. Typical cost spreads range from 2 to 5 years. We would welcome an opportunity to discuss this option with you.

Please let me know if you have any additional questions. I look forward to talking with you again about this important project.

Thank you,

Brandon VanderMey
Sales Manager
brandon@viptanks.com
(cell) 763-453-9739



HARVARD, IL

10-2023

Good for 90 days

Budget Estimate

Exterior Painting "Overcoat"

- *Includes the State of IL-Required Corrosion Control Inspector
- *Includes the State of IL-Required SSPC13 Certification by Painters
- *Priced with State of IL-Required Prevailing Wages

- No Repairs
- Only painting the exterior

Total = \$297,000

- Exterior \$297,000

Budget Estimate

Wet Interior Painting "Blast"

Dry Interior Painting "Blast"

- *Includes the State of IL-Required Corrosion Control Inspector
- *Includes the State of IL-Required SSPC13 Certification by Painters
- *Priced with State of IL-Required Prevailing Wages

- No Repairs
- Interior will be disinfected once paint has cured to return into service
- Harvard will need to take samples before putting back in service
- There is steel work needing done due to corrosion but is not priced into this estimate

Total = \$400,500

- Interior \$400,500

***These are an estimate only.

**WATER TOWER REHABILITATION
TOWER 3 - HARVARD HILLS ROAD**

TOWER WORK	VIKING INDUSTRIAL	TOWER WORK	MAGUIRE IRON
INTERIOR WORK TOTAL COST	\$ 258,000.00	INTERIOR WORK TOTAL COST	\$ 400,500.00
EXTERIOR WORK TOTAL COST	\$ 450,000.00	EXTERIOR WORK TOTAL COST	\$ 297,000.00
TOTAL JOB COST COMPARISON	\$ 708,000.00	TOTAL JOB COST COMPARISON	\$ 697,500.00

***Suggest Viking Interior with 3-Year Payment Plan**

Year #1	\$ 90,000.00
Year #2	\$ 90,000.00
Year #3	\$ 90,000.00

(Can pay off early if funds allow)

****Suggest looking at Maguire in 2025/26 for Exterior**

Year #1	\$ 101,000.00
Year #2	\$ 101,000.00
Year #3	\$ 101,000.00



October 18th, 2023

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Roof Vent Replacement.....	\$11,000	
Steel Roof Structure Repair/Replacement (TBD*).....	\$35,000	

Handwritten notes: \$450,000 (bracketed next to Exterior items), \$258,000 (bracketed next to Interior items)



HARVARD, IL

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Good for 90 days

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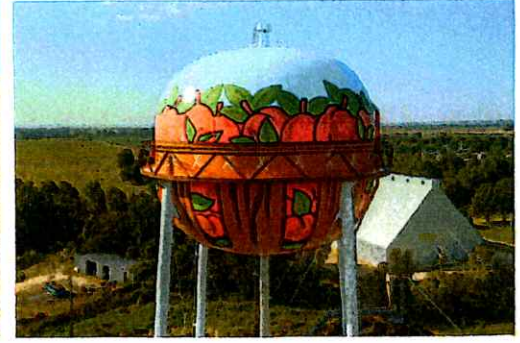
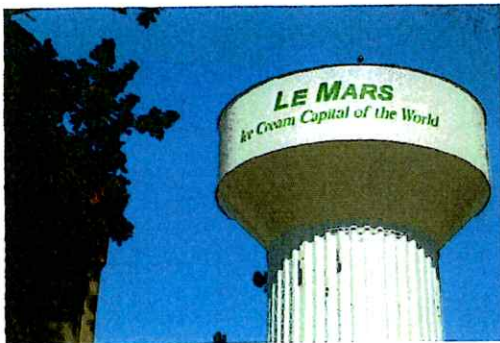
- Interior \$400,500

Companies Contacted	Outcome
VIKING INDUSTRIAL	Provided Estimate/On-site Presentation
MAGUIRE IRON	Provided Estimate/On-site Presentation
PUTNAM COUNTY PAINTING	Will do a "drive by" and let you know
WT CLEAN & COAT	No Asset Management Plan (Overcoat only & health issues)
LEARY CONSTRUCTION	2 Calls, 1 email - no response
All company contacts were referenced by IRWA	

In business since
1915.

TANK OWNER BENEFITS

- FULLY INTEGRATED PROFESSIONAL SERVICE ORGANIZATION WORKING AS A PARTNER
- TRANSFER RISK FROM TANK OWNER TO MAGUIRE IRON
- GUARANTEED PROTECTION OF YOUR WATER STORAGE TANK
- EXTENDED TANK LIFE
- ATTRACTIVE TANK APPEARANCES
- EMERGENCY REPAIR SERVICES
- SPREAD CAPITAL UPFRONT RENOVATION COST OVER MULTIPLE YEARS
- PREDICTABLE COST THRU ANNUAL FEE
- FUTURE RENOVATIONS
- WORK PERFORMED NOT LIMITED TO 1 YEAR WARRANTY
- LIFETIME WARRANTY AS LONG AS CONTRACT IN PLACE
- ONE YEAR AUTOMATICALLY RENEWABLE CONTRACT DOES NOT TERM OUT
- NO CHANGE ORDERS (*excluding unforeseen*)
- GASB 34 COMPLIANT
- HEALTH AND SAFETY REGULATORY COMPLIANCE
- DEPENDABLE STORAGE TO SUSTAIN HIGH QUALITY WATER



MAGUIREIRON.COM

SUMMARY

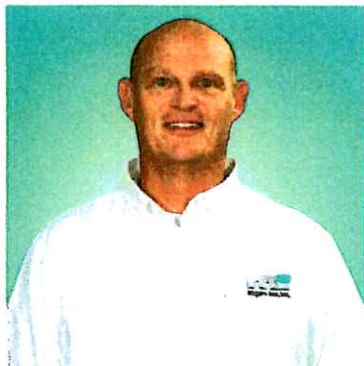
Exterior: is showing signs of nearing its useful life. It is recommended that Harvard start preparing for an exterior renovation in the next 3-5yrs. Mil thickness & Adhesion Tests were taken to validate this recommendation by a NACE Level II Certified Coatings Inspector.

Dry Interior: The dry interior is showing signs of failures and areas of the tank the coatings are no longer protecting the steel. It is recommended that the dry interior be renovated in the next 3-5 years to prevent further steel damage.

Wet Interior: The coating system is no longer performing and is failing. Staining is seen along the water line in the tank. An SP10 Blast should be performed in the next 1-2 years to remove the entire coating system and start from new.

Repairs: A few repairs are needed to bring the tank up to meet today's OSHA Standards and recommended repairs to meet the State of IL Standards.

Tower # 1 - Front St.
500 K Pedisphere
Constructed 1988.



DARIN CLARKE

WATER TOWER EXPERT

NACE Level 2 #63235

c: (217) 381-8566

w: (605) 334-9749

clarked@maguireiron.com

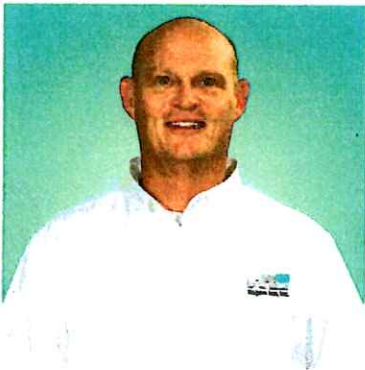
SUMMARY

Exterior: is showing signs of nearing its useful life. It is recommended that Harvard start preparing for an exterior renovation in the next 5-7yrs. Mil thickness & Adhesion Tests were taken to validate this recommendation by a NACE Level II Certified Coatings Inspector.

Wet Interior: The coating system has been burned in some areas and is no longer protecting the steel. Staining is seen along the water line in the tank. An SP10 Blast should be performed in the next 1-2 years to remove the entire coating system and start from new.

Repairs: A few repairs are needed to bring the tank up to meet today's OSHA Standards and recommended repairs to meet the State of IL Standards.

Tower # 2 - Lion's Park.
300K Leaked



DARIN CLARKE

WATER TOWER EXPERT

NACE Level 2 #63235

c: (217) 381-8566

w: (605) 334-9749

clarked@maguireiron.com

SUMMARY

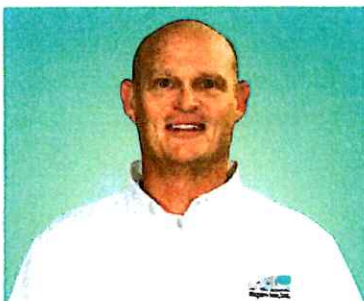
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Dry Interior: The dry interior is showing signs of failures and areas of the tank the coatings are no longer protecting the steel. It is recommended that the dry interior be renovated in the next 3-5 years to prevent further steel damage.

Wet Interior: The coating system is no longer performing and is failing. Staining is seen along the water line in the tank. An SP10 Blast should be performed in the next 1-2 years to remove the entire coating system and start from new.

Repairs: A few repairs are needed to bring the tank up to meet today's OSHA Standards and recommended repairs to meet the State of IL Standards.

Tower # 3 - Harvard Hills Rd.
750 K Pedisphere.
Constructed 1995.



DARIN CLARKE

WATER TOWER EXPERT

NACE Level 2 #63235

c: (217) 381-8566

w: (605) 334-9749

clarked@maguireiron.com

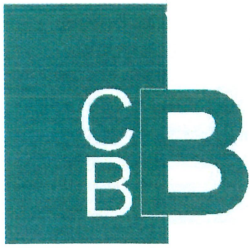
HARVARD-IL / EXAMPLE

Build Your Program - Asset Management - Example only of how this could be of assistance in planning and protecting
 Lock in Pricing for the future to protect from inflation / Build it around the Harvard Finances
 SPREADING OF THE WORK AND FINANCES CAN BE ADJUSTED TO MEET YOUR FINANCIAL NEEDS

Year	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Tank	1	2	3	4	5	6	7	8	9	10
Front St Tank Schedule of Work 1988	Wet Interior / Dry Interior	Visual	Washout / ROV	Exterior Interior Renovation	Visual	Visual	Washout / ROV	Visual	Visual	Washout / ROV
	\$126,998	\$126,998	\$172,500	\$172,500	\$2,000	\$2,000	\$3,000	\$2,000	\$2,000	\$3,000
Legged Tank Schedule of Work	Interior Renovation	Visual	Washout / ROV	Visual	Exterior Renovation	Visual	Washout / ROV	Visual	Visual	Washout / ROV
	\$119,845	\$119,845	\$2,000	\$2,650	\$201,500	\$201,500	\$2,650	\$2,000	\$2,000	\$2,650
750KG Pedisphere Schedule of Work	Wet Interior / Dry Interior	Visual	Exterior Renovation	Visual	Visual	Visual	Washout / ROV	Visual	Visual	Visual
	\$141,560	\$141,560	\$84,375	\$84,375	\$2,000	\$2,000	\$2,350	\$2,000	\$2,000	\$2,350
Combined Total	\$388,403	\$388,403	\$258,875	\$259,525	\$205,500	\$205,500	\$8,000	\$6,000	\$6,000	\$8,000
Monthly Total	\$32,366.92	\$32,366.92	\$21,572.92	\$21,627.08	\$17,125.00	\$17,125.00	\$666.67	\$500.00	\$500.00	\$666.67
Per Meter / Per Month (2,832)	\$11.43	\$11.43	\$7.62	\$7.64	\$6.05	\$6.05	\$0.24	\$0.18	\$0.18	\$0.24
Cost Per Day	\$0.38	\$0.38	\$0.25	\$0.25	\$0.20	\$0.20	\$0.01	\$0.01	\$0.01	\$0.01

EXCLUSIONS: FUTURE CONTAINMENT SYSTEM IF NEEDED / RISER PIPE ON PEDISPHERE TANK / EXPANSION JOINT

* Excludes maintenance costs - additional budget costs as needed (not paying for something unnecessary) 1.7 million



CHRISTOPHER B. BURKE ENGINEERING, LTD.

9575 W Higgins Road, Suite 600 Rosemont, Illinois 60018-4920 Tel (847) 823-0500 Fax (847) 823-0520

January 18, 2024

City of Harvard
201 W. Diggins
Harvard, IL 60033-0310

Attention: Mr. Lou Leone, City Administrator

Subject: Proposal for Professional Engineering Services
Lead Water Service Line Material Inventory Assistance &
Initial Replacement Plan Development

Dear Mr. Lou Leone:

Christopher B. Burke Engineering, Ltd. (CBBEL) is pleased to provide this proposal for Professional Engineering Services to assist the City in completing their Lead Water Service Line Material Inventory and developing their Initial Lead Water Service Line Replacement Plan. Included in this proposal is our Understanding of the Assignment, Scope of Services and Estimate of Fee.

UNDERSTANDING OF THE ASSIGNMENT

The Illinois Lead Service Replacement and Notification Act – (Public Act 102-0613), signed into law on January 1, 2022, requires community water suppliers (CWS) to undertake the following actions to begin the process of mitigating the health risks associated with lead in the water supply:

1. Develop and maintain a Water Service Line Material Inventory
2. Develop and implement a Lead Service Line Replacement Plan
3. Prepare public notification and education materials to potentially affected building occupants as well as posting this on your website.
4. Replace each Lead or Galvanized Service Line connected to the Community Water Supply in its entirety, from the water main to the building plumbing at the first shut-off valve or 18 inches inside the building.

Each portion of the Act has various submittal requirements, annual updates, and timelines set by the Illinois Environmental Protection Agency (IEPA), Illinois Department of Public Health (IDPH), and the United States Environmental Protection Agency (USEPA).

We understand the City will need to submit their complete Water Service Line Material Inventory as well as their Initial Lead Water Service Line Replacement Plan to the IEPA no later than September 1, 2024. The tasks outlined in the following scope of services will assist the City meet the Act's requirements.

This proposal assumes that CBBEL will not access or investigate private property, and that any service material investigations, whether on public or private property, will be conducted by the City.

This proposal also assumes that CBBEL will draft a Lead Service Line Inventory Grant Application on behalf of the City when the notice of funding opportunity is posted.

SCOPE OF SERVICES

Task 1 – Kick Off Meeting: CBBEL will initiate a kick-off meeting where the following agenda items will be discussed:

- Establish specific deliverables and interim milestone dates that will allow City to meet IEPA submittal deadlines.
- Identify key City Staff for point of contact and coordination.
- Develop strategies for efficient compilation of currently available private side material inventory data.

Task 2 – Data Collection: CBBEL will evaluate currently available lead water service material inventory provided by the City and work with staff to develop an approach where efforts can be made to reasonably identify addresses/parcels that are not potentially impacted. With this information, we will update the inventory and identify addresses/parcels that are either known to have lead or galvanized water services, the water service materials are unknown, and/or the potential for lead water service cannot be ruled out without additional information.

CBBEL will develop a web-based data collection portal that will be utilized to survey customers using cellular/wireless enabled smart devices or desktop computers. The portal will be publicly accessible and will allow customers to directly submit information related to their private-side water service line. The web-based data collection portal will attempt to collect as much information as possible to reduce on-site investigations by City staff and reduce the total number of unknown water service materials in a cost-effective manner. The information collected will be reviewed monthly by CBBEL and used to update the water service line material inventory (Task 4). CBBEL will manage and maintain the web-based data collection portal until September 1, 2025.

CBBEL will also develop a Water Service Material Information Request Letter for outstanding unknown and/or non-responsive addresses/parcels for City review and utilization. The City will be responsible for any direct mailing of these information request letters.

Task 3 – Public Education and Notification Development: CBBEL will review the education and notification materials needed to meet the Act's requirements. As of January 1, 2022, the CWS is required to provide notice to all of its potentially affected lead water service line customers and provide educational materials addressing health and safety concerns as well as what the City is actively doing to address lead water services. This task includes developing educational materials and notifications that comply with the Act's requirements. CBBEL will also provide all required materials that need to be posted on the City's website as required by the IEPA and USEPA. CBBEL will provide its template documents to the City for distribution of these materials to the affected property owners in the required languages per the Public Act. Distribution of these materials will be the responsibility of the City, however CBBEL can assist with strategizing efficient methods of information dissemination and public outreach. As part of Public Education, CBBEL will not be responsible for providing NSF/ANSI 53 and NSF/ANSI 42 compliant water filters required by the Act. This will be the responsibility of the City.

Task 4 – Complete Material Inventory: CBBEL will review available information provided by the City related to water main replacement projects, past inspection records, and private developments, water meter records, and update the Water Service Line Material Inventory where applicable. This task will also include updating the Water Service Line Material Inventory with information obtained from the web-based data collection portal. This task will include the preparation of maps, exhibits, or similar visual aids requested by the City that presents the Water Service Line Material Inventory in a concise geographic context. Coordination with the City's GIS Project Manager will be included in this task. The complete inventory will be in a format acceptable to submit to the IEPA by September 1, 2024.

Task 5 - Replacement Plan Development: CBBEL will prepare the Lead Service Line Replacement Plan that includes all required items as listed on the IEPA Project Planning Submittal Checklist. CBBEL has designed a complete Lead Service Line Replacement Plan Template that will be used. The plan will comply with all requirements of Public Act 102-0613. A draft of the Plan Report will be prepared and submitted to the City for review and comment. After City review, the Plan Report will be finalized and submitted to the IEPA on the City's behalf. This task assumes CBBEL will address one (1) round of comments from the IEPA prior to receiving Planning Approval. Based on the City's initial material inventory submission, IEPA will allow 17 years for the City to complete its replacement plan. This task is for the initial plan submission to the IEPA by September 1, 2024. All subsequent annual revisions or submissions will require a new proposal for that work.

This proposal does not include assistance preparing or applying for the IEPA Public Water Supply Loan Program (PWSLP) or any other State or Federal Grant opportunity except as noted above. Should the City desire such assistance, a separate proposal will be issued that is required to include specific agreement terms and conditions per the IEPA Loan Requirements. This proposal excludes the preparation of design and bid documents for any replacement project or phase of replacement projects.

ESTIMATE OF FEE

Please find Exhibit A included herein for our estimate of fee to provide the scope of services proposed. All work performed under this proposal will be in accordance with the General Terms and Conditions and Fee Schedule previously approved by the City of Harvard as part of the September 12, 2022 General Consultant Contract.

Sign and return one copy of this agreement as an indication of acceptance and notice to proceed. Please feel free to contact us anytime.

Sincerely,



Michael Kerr, PE
President

Encl. Exhibit A
 Jon Duddles Resume

JD/jmc

THIS PROPOSAL ACCEPTED FOR THE City of Harvard.

BY: _____

TITLE: _____

DATE: _____



Jon Duddles, PE, CFM

Senior Construction Engineer

YEARS EXPERIENCE: 26

YEARS WITH CBBEL: <1

EDUCATION

Bachelor of Science, 1998
Civil Engineering
University of Evansville

PROFESSIONAL REGISTRATION

Professional Engineer, IL,
062.057494, 2004

CERTIFICATIONS

Certified Floodplain Manager,
IAFSM

National Flood Insurance
Program Community Rating
System, FEMA

ICS-100, 200, 300, 400,
700, 800a, FEMA-NIMS

Quality Assurance
Conformance Certification,
IDOT

Survey I-IV, IDOT

MFT Accounting and Auditing
Certification, IDOT

PROFESSIONAL AFFILIATIONS

American Society of
Professional Engineers

American Society of Civil
Engineers

American Society of
Floodplain Managers

American Public Works
Association

American Water Works
Association

AWARDS

2018 IAFSM Mitigation
Award

Jon is a Professional Engineer with more than 25 years of experience providing engineering and public works services to the City of Des Plaines and the Village of Villa Park. His experience includes programming and oversight of Des Plaines' 5 Year Capital Improvement program and the project management of multi-million-dollar projects, including the Des Plaines Stormwater Management Program and River Road Reconstruction Project. He is experienced in leveraging state and federal funding to assist with the design and construction of public works and engineering projects. He also provides guidance to municipalities on how to comply with the Lead Water Service Line Replacement legislation as well as develop replacement plans as required.

ASSISTANT DIRECTOR OF PUBLIC WORKS AND ENGINEERING, CITY OF DES PLAINES

- Managed Engineering Division of Public Works and Engineering Department (10 full time staff)
- Responsible for programming and oversight of City's 5 Year Capital Improvement Program (\$75 million)
- Managed annual divisional budgets of more than \$20 million
- GIS Consortium Board Member and former President of the GIS Consortium
- Project Manager for all City Capital Improvement Projects (Average over \$15 million annually)
- City's railroad liaison with Union Pacific Railroad, Canadian National Railroad, Metra and ICC
- Coordinated with various government agencies including but not limited to IDOT, ISTHA, CCDOT, Metra, ICC, MWRDGC, IEPA, USACE
- City Project Manager for FEMA Federal Disaster Declarations DR-1729, DR-1800 and HMGP Property Acquisition Program- Over 90 properties included.
- Project Manager for all Local, State and Federal Grants including but not limited to MWRD Green Infrastructure Partnership, MWRD Stormwater Partnership, Invest in Cook, DCEO, Rebuild Illinois, IDNR, ICC Grade Crossing Protection Fund, ICC Crossing Safety Improvement Program Section 130, ITEP, CMAQ, STP, FEMA Hazard Mitigation Fund, FEMA BRIC Funding, FEMA Disaster Recovery Fund, FEMA Flood Mitigation Assistance, FEMA Pre-Disaster Mitigation Grant Program, American Rescue Plan Act, CDBG, Congressional Direct Spending Grants

City of Des Plaines Stormwater Management Program (2001-2023): Project Manager that led the design, letting and construction of various stormwater management projects throughout the City of Des Plaines.

City of Des Plaines Annual MFT Sidewalk, Curb and Alley Program (2001-2023): Project Manager that led the design, letting and construction of various green infrastructure alley projects throughout the City of Des Plaines.

City of Des Plaines Annual Street and Utility Improvement Program (2001-2023): Project Manager that led the design, permitting, letting and construction of various street reconstruction, rehabilitation, and resurfacing projects throughout the City of Des Plaines. Most projects included new water main and storm sewer installations.

City of Des Plaines Community Rating System Coordinator (2005-2023): CRS Coordinator that led the City of Des Plaines for all CRS activities and reporting requirements including verifications and recertifications. Was able to bring the City from a Class 7 to a Class 5 over the period.

City of Des Plaines Algonquin Road Grade Separation (2020-2023): Project Manager for the Algonquin Road Grade Separation Project that will design and construct an overpass over the Union Pacific Railroad crossing at Algonquin Road in Des Plaines.

City of Des Plaines Hazard Mitigation Grant Program Property Acquisition (2010-2023): Project Manager for the acquisition of over 90 homes during five phases of the City Buyout Program for properties in the floodplain and floodway.

City of Des Plaines River Road Reconstruction Project (2010-2021): Project Manager that led three phases of the Des Plaines River Road Reconstruction Project that was a jurisdictional transfer from IDOT to the City.



ILLINOIS ENVIRONMENTAL PROTECTION AGENCY

1021 NORTH GRAND AVENUE EAST, P.O. BOX 19276, SPRINGFIELD, ILLINOIS 62794-9276 • (217) 782-3397

JB PRITZKER, GOVERNOR

JOHN J. KIM, DIRECTOR

W111025001

066

217/785-0561

January 09, 2024

James Grant
201 West Diggins St
Harvard, IL 60033

Re: IL1110250, HARVARD - Final Material Inventory Extension Granted

Dear James Grant:

This letter is in response to your request for an extension to the Final Material Inventory due date pursuant to Section 17.12 (f) of the Environmental Protection Act. The following identifies the Inventory dates that have been extended:

Original Final Inventory Due Date	New Final Inventory Due Date
April 15, 2024	September 1, 2024

Completed inventories must be submitted to EPA.LeadandCopper@illinois.gov. Additional information including an inventory template can be found at: <https://epa.illinois.gov/topics/drinking-water/public-water-users/lead-service-line-information.html>

Questions regarding this extension request should be directed to the Illinois EPA Lead and Copper team at the telephone number referenced above or by email at EPA.LeadandCopper@illinois.gov.

Sincerely,

Adam Nutt
Compliance Assurance Section
Division of Public Water Supplies
Bureau of Water

cc: LOU LEONE
JAMES GRANT

2125 S. First Street, Champaign, IL 61820 (217) 278-5800
1101 Eastport Plaza Dr., Suite 100, Collinsville, IL 62234 (618) 346 5120
9511 Harrison Street, Des Plaines, IL 60016 (847) 294-4000
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2309 W. Main Street, Suite 116, Marion, IL 62959 (618) 993-7200
412 SW Washington Street, Suite D, Peoria, IL 61602 (309) 671-3022
4302 N. Main Street, Rockford, IL 61103 (815) 987-7760



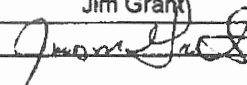
ILLINOIS ENVIRONMENTAL PROTECTION AGENCY

1021 NORTH GRAND AVENUE EAST, P O BOX 19276, SPRINGFIELD, ILLINOIS 62794 9276 · (217) 782-3397
JB PRITZKER, GOVERNOR JOHN J. KIM, DIRECTOR

2024 Final Material Inventory: Extension Request

In accordance with Section 17.12 of the Illinois Environmental Protection Act, all community water supplies (CWS) must submit a final material inventory and initial service line replacement plan to the Illinois Environmental Protection Agency (Illinois EPA) by April 15, 2024. Extension requests are due to the IEPA by January 15, 2024.

In accordance with Section 17.12 of the Act, CWS may request an extension for the submittal of the final material inventory and initial lead service line replacement plan. **All extension requests must be submitted to the Illinois EPA by email to: EPA.LeadandCopper@illinois.gov or by mail to: Illinois EPA, BOW/CAS #19, P.O. Box 19276, Springfield Illinois 62794-9276 by January 15th 2024.**

Water System Name: Harvard IL PWS Water System ID: IL 1110250
Water system representative requesting extension: Jim Grant
Phone number: 815-943-6468 Signature: 

Required information:

- | | |
|---|-----------------|
| 1.) Total number of service connections: | <u>2862</u> |
| 2.) Current number of known "lead" service lines: | <u>1299</u> |
| 3.) Current number of known "Non-Lead" Service lines: | <u>1493</u> |
| 4.) Current number of service lines yet to be identified (unknown): | <u>70</u> |
| 5.) Additional time requested to complete final inventory: | <u>6 months</u> |

Additional information requested to process extension request:

What is the rationale for the requested extension timeframe?

The City of Harvard is seeking additional funding and outside assistance to better capture the material inventory as well as to make a replacement plan. Current Wastewater treatment plant improvements have put additional burden on our utility fund to the point where we will need outside funding sources to do this, we are anticipating another NOFO from IEPA after discussion. Has your CWS requested funding under any of the Illinois EPA's Notice of Funding Opportunities listed below?

Round 1 – posted 10/18/2022 Round 2 – posted 3/3/2023 Round 3 – posted 8/27/2023.

We have not requested funding yet. We plan on requesting on the next round

Has your CWS pursued or plan to pursue technical assistance from any organization to assist with completing the material inventory and lead service line replacement plan?

We have received a formal quote from an engineering firm with experience in LSLI and Replacement Planning and wish to proceed

Will the inventory be completed by the CWS or an outside contractor?

We are requesting additional time to use the help of an outside firm to help improve accuracy of the inventory and develop a plan

Contact EPA.LeadandCopper@illinois.gov with any questions. Additional Illinois EPA lead service line information can be found at: <https://epa.illinois.gov/topics/dinking-water/public-water-users/lead-service-line-information.html>

Illinois EPA Lead Service Line Inventory Grant Program information can be found at: <https://epa.illinois.gov/topics/dinking-water/public-water-users/isl-grant-opportunity.html>

RECEIVED
JAN 08

IEPA/CAS

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DEPARTMENT OF PUBLIC WORKS

900 W. BRINK STREET
HARVARD, IL 60033



To: Illinois Environmental Protection Agency

From: Rob Lamz, Superintendent of Public Works
Jim Grant, Superintendent of Utilities

Date: January 4, 2024

Re: Lead Service Line Inventory and Replacement Plan Request for Extension

I am writing on behalf of the City of Harvard (PWS IL1110250) to request an extension to the deadline for the Lead Service Line Inventory and Replacement Plan, currently due on April 15th, 2024.

The City of Harvard is committed to ensuring the safety and well-being of its residents, and we recognize the importance of addressing lead service lines within our community. However, we find ourselves facing challenges in meeting the impending deadline due to limited staff and financial resources.

Our current constraints hinder our ability to complete the inventory and replacement plan in-house. Recognizing the critical nature of this initiative, we are actively seeking external funding opportunities to engage the services of an experienced engineering firm. This collaborative approach will allow us to develop and execute the necessary inventory and replacement plan efficiently and effectively.

Securing the appropriate funding and coordinating with an engineering firm to carry out this comprehensive plan requires additional time beyond the original deadline. We believe that an extension would provide us with the best chance to fulfill our commitment to public health and environmental safety without compromising the quality of the work.

We kindly request an extension of the full six-months to the lead service line inventory and replacement plan deadline. This extension will afford us the necessary time to secure funding, engage the services of a qualified engineering firm, and ensure the thorough completion of the required tasks.

We appreciate the Illinois Environmental Protection Agency's understanding of the challenges faced by municipalities in undertaking such projects. We are optimistic that this extension will allow the City of Harvard to implement an effective plan that aligns with the highest standards of the law.

If you require any additional information or documentation, please do not hesitate to contact us.

Sincerely,

Robert J. Lamz



September 11, 2023

City of Harvard
300 Lawrence Rd.
Harvard, IL 60033

RE: Pit/pump replacement

Hartwig Mechanical, Inc. is pleased to quote you on the above-mentioned job. Materials and Labor listed below.

Items Included:

- Demo and removal of existing pit, pump and panel
- Excavation and backfill
- Supply and installation of (1) new AK industries prefabricated lift station basin
 - 36"X84"
- Supply and installation of (2) new Homa grinder pumps
 - M- GRP 19/1
 - 1.25" discharge
 - 2hp.
- Supply and installation of new Duplex pump control panel
- Supply and installation of (1) new steel duplex hinged cover with gastight
- Supply and installation of new activated carbon mushroom vent
- Supply and installation of transitional PVC pipe and fittings
- Gravel
- Julie locates
- Standard time labor rates
- All other necessary materials to complete project
- Start up and verification of pump operation
- Leak check all new connections

Items Not Included:

- Permits or fees
- Premium time labor rates
- **Line voltage wiring (to be completed by others)**

Total Proposed Project cost: \$32,515.00*

***4-6 Week lead time**



All work to be completed in a neat and workman-like manner in accordance with State and local codes. Thank you for giving Hartwig Mechanical, Inc. the opportunity to offer you our services. This quote is valid for 30 days from the date above, after which pricing may change due to price increases from our suppliers.

Respectfully,

A handwritten signature in black ink, appearing to read "Mike Hein", written over a horizontal line.

Mike Hein
Service Manager

Signature of Acceptance

Date

DEPARTMENT OF PUBLIC WORKS

900 W. BRINK STREET
HARVARD, IL 60033



To: Mayor and Administration Committee

From: Rob Lamz, Superintendent of Public Works

Date: February 5, 2024

Re: Surplus Items for Consideration

Below is the list of items for consideration for surplus declaration. If approved, these items will be auctioned or disposed of depending on worth/value.

Dodge Dakota – VIN 1D7HW22KX7S242844 – Old Building Dept Truck – No longer needed

Bucket 710 – No Serial – Unused bucket that no longer fits the tractor

Plate Compactor – No serial – Replaced

16” Walk behind saw – No serial – Unused/duplicate item

Black Toolbox – No Serial – Old mechanics toolbox from PW, missing drawers, damaged

Street Signs – Various – Decommissioned/replaced street signs

Two Printers – HP2035n and Samsung M288Xx – Black and white, intermittent issues, replaced

Police Equipment – 6 Light bars, 3 gun mounts, 11 siren and light controllers, 1 box assorted lights

Wooden Cabinet and Contents – No Serial – Cabinet with welding supplies that we no longer have the proper equipment to utilize

SURPLUS PROPERTY FEBRUARY, 2024

Item Description	Qty	Serial/ID #	Intent
Winchester 180 gr T-Series .40 cal Smith & Wesson Ammunition	14 cases		



City of Harvard Memo

To: Administration Committee
From: Lou Leone
CC: Mayor Kelly
Date: February 8, 2024
RE: Referendum to Change Clerk to Appointed Position

The proposal before the Committee is whether or not to move forward with a referendum question asking the voters of Harvard to remove the City Clerk from an elected position to an appointed position.

Currently the City Clerk is an elected position responsible for calling the roll during public meetings, administering the local election process, seal and attest to City agreements, permits, etc. and administer Oaths of Office for City officials. The City Clerk does not vote during Council meetings and is not a policy making member of the City Council. The requirements to become an elected City Clerk include being a Harvard resident, filing a petition packet to appear on the ballot and receiving the majority vote. Note: the 2001 election cycle was the last time the clerk race was contested.

Lori Moller is the current City Clerk. She also serves the City as the Administrative Assistant. In this position, she is responsible for codification of the Municipal Code, risk management activities including health insurance, safety programs, peddlers, solicitors, vending, raffle licenses, personnel files and benefits, transcribe all city meetings, zoning board minutes and updating the City website, to name a few. This position does not require residency but emphasizes having the requisite skills to perform these duties.

The City of Harvard has been fortunate that Lori Moller has served the City in both positions seamlessly. One can make the argument that Lori has proven the benefit of having the two positions merged. But the reality is that Lori will one day retire from the Administrative Assistant position and possibly not run for reelection as City Clerk. This would force a separation of the dual role she has served in for several years.

Taking the two separate positions as that, separate, there could be a scenario in which the elected Clerk could do the bare minimum work including attendance pushing additional work onto the City's paid staff, most likely the Administrative Assistant.

I would venture to say that the election process usually attracts someone who is political or someone who is familiar with the political process, but a City Clerk should not be a political position.

Merging the positions allows for oversight. As an elected position, should the person not perform their duties, you cannot simply remove the Clerk. But as an appointed position, that person would be required to perform their duties as assigned or risk removal.

If the referendum question is approved by the voters, the City Clerk position would be appointed similar to the City Administrator, Finance Director, or Chief of Police position which would be subject to reappointment every 4 years or removal for cause in the interim.

The City Attorney would draft the referendum question for a potential recommendation to the City Council either at the next Committee meeting or direct that this draft go before the whole City Council at the next meeting in February.

Should the referendum question be approved by the Council, it would appear on the November ballot.

Proposed referendum question: "Shall the office of the City Clerk for the City of Harvard be appointed by the Mayor, with the advice and consent of the City Council, rather than being elected, to be effective upon the expiration of the term of office held by the current City Clerk?"

Capital Improvement Plan Update - February 2024

Administration (City Hall)

Storefront and Window Replacement:	Spring 2024 storefront and partial windows
Partial HVAC System Replacement:	Incomplete
City Hall Carpet Replacement:	Incomplete

Community Development

Broadband Initiative:	Feasibility study in progress
GIS System:	Hired Engineer on yearly contract to build/maintain
Property Acquisition:	204 E. Park – Private sale 607 W. Blackman – Private sale 307 Grant – Pending Court Date

Police Department

Body-Worn Cameras:	Upgraded through Grant
Squad Car Replacement Program:	Revised (80,000 miles w/ improved maintenance plan per new PW Superintendent)

Parks and Recreation

Milky Way Park Lot Resurfacing:	Incomplete
Electrical Upgrade (South Side of Park):	Incomplete
New Park Signage:	Incomplete
Athletic Field (OSLAD Grant):	Incomplete (grant not submitted, possibly next year)
Pool Filter Pump Replacement:	
Gutter/Downspout Replacement:	Incomplete

Public Works

Water Meter Replacement:	Ongoing yearly – may be revised – pending system upgrades
MXU Radio Readers:	Ongoing yearly – may be revised – pending system upgrades
Dump Truck Replacement:	Will Complete May 2024
Road Improvements:	Ongoing – New funding from Sales Tax
Diggins St #1 (Lawrence to Front): (Diggins St #2 – Front to Sumner to Rt 14)	Will Complete Summer 2024 Phase I funding submitted (Dec 2023)
Marengo Rd Resurfacing:	Phase I Approved, Phase II Pending
Marengo Rd Bridge:	Phase I Approved
Ayer Streetscape Park to Washington:	Pending Completion Spring 2024
Sidewalk Improvement Program:	Ongoing
Post Office Stairs:	Engineering plan in-progress

Wastewater Department

WWTP Phase IA:	COMPLETED !!!!
Sanitary Sewer I/I Evaluation:	Incomplete
Waste Gas Burner Flare:	Completed
Primary Clarifier Mechanical Equip:	Incomplete (on radar 2024/25)
Well #6 Replacement:	Incomplete
Pole Barn Roof Painting:	Incomplete
Back-Up Generator (for Well #9):	Incomplete
Anerobic Digester Tuckpointing:	Incomplete
Old Lab/Electrical Room Tuckpointing:	Incomplete

Utility Department

Televising/Inspection Program:	On-going (in-house equipment purchased)
Water Main Lining- Rt 14 (BK):	Completed
Water Main Ext/Loop (Marngo/Metz):	Completed
Water Main Ext/Loop (Dewey/Kennedy):	Completed
Water Main Ext/Loop (Howard St):	In Progress – Spring 2024
Water Main Ext/Loop (Randall):	Incomplete
Water Main Ext/Loop (E. Brink):	Incomplete
Water Main Ext/Loop (Forest Downs):	Incomplete
Water Main Ext/Loop (Well 10 South):	Incomplete
Water Main Replacement (So Park Ave):	Incomplete
San Sewer Replacement (333 S Division):	Incomplete
San Sewer Replacement (Dewey St):	Incomplete
Storm Sewer Replacement (Northfield):	Incomplete

Future Projects Section – Access to Transit Projects

Marengo Rd Sidewalks – Ayer to 173:	Construction 2024/25
Rt 173 Sidewalks – Marengo to Rt 14:	Phase I Engineering Complete Phase II Engineering Approved
Route 14 Sidewalks – 173 to Airport Rd:	Phase I Engineering Approved