

AGENDA
REGULAR CITY COUNCIL MEETING
TUESDAY, JANUARY 23, 2024 – 7:00 PM
201 W. DIGGINS ST., HARVARD

1. Call meeting to order
2. Roll Call
3. Public Comment
4. Consent Agenda

Items under the Consent Agenda are acted upon in a single motion. There is no separate discussion of these items prior to the Council vote unless a Council Member requests that an item be removed from the consent agenda for separate action.

Motion to approve the Consent Agenda as presented:

 - a. Regular and Closed Session City Council Meeting Minutes of December 12, 2023
 - b. Park Board Meeting Minutes of November 20 and December 11, 2023
 - c. Planning & Zoning Commission Meeting Minutes of December 5, 2023
 - d. Administrators Report
 - e. Building & Grounds Report
 - f. Community Development Department Report
 - g. Harvard Diggins Library Directors Report
 - h. Parks & Recreation Report
 - i. Police Department Reports
 - j. Public Works Department Report
 - k. Utilities Department Report
 - l. Resolution Releasing Closed Session Minutes into Open Session Minutes
5. Individual Action Consent Agenda Items
 - *City Council Action on any item removed from the consent agenda.*
6. Payment of Bills
 - *Action requested is to approve payment of the bills in the amount of \$1,911,890.52*
7. Planning & Zoning Commission Recommendation – December 5, 2023
 - *The Planning and Zoning Commission recommends approval, with certain changes, of the petition submitted by City of Harvard seeking amendments to the Unified Development Ordinance to Amend Section 2.3, Definition of General Terms and Section 9.3, Accessory Structures and Uses, of the UDO to include Backyard Chickens in Residential Zoning Districts. Will require City Council action to approve, modify or reject the Commission's recommendation.*
8. Intergovernmental Agreement for Police Social Worker Program
 - *Action requested is to approve the IGA for the Police Social Worker Program and to authorize the Mayor's execution; the term of the agreement is May 1, 2024 – April 30, 2028.*
9. Purchase of Property
 - *Action requested is to sanction City Council action at the December 12, 2023, City Council Meeting, to place a bid on property located at 503-B S. Eastman St. in the amount of \$814 and to authorize execution of the purchase contract with McHenry County.*

10. Turtle Crossing Money Market Account
 - *Action requested is re-allocate the accumulated interest in the Turtle Crossing Money Market Account in the amount of 50,232.00 to start-up the Revolving Loan Interior Improvements.*
11. Proposed Ordinance – Open Meetings Act
 - *Action requested is to adopt the proposed ordinance Amending Section 2.05, Regulating Electronic Attendance at Public Meetings in accordance with the Open Meetings Act.*
12. Proposed Ordinance – Amend FY2023/2024 Budget
 - *Action requested is to adopt the proposed ordinance for a budget amendment to meet auditor recommendations in clearing the Park Fund Deficit.*
13. Proposed Ordinance – Amend Chapter 20, City Fees & Charges
 - *Action requested is to adopt the proposed ordinance to create a new subsection 20.09, Entitled Chartered Transportation Drop-Off License.*
14. Proposed Ordinance – Quality Based Selection Process for IDOT
 - *Action requested is to adopt the proposed ordinance approving a Qualification Based Selection Process for Federal and State Funded Projects.*
15. Call Community & Economic Development Committee Meeting
16. Department Head Reports
17. Committee Reports
18. Treasurer’s Report
19. Attorney’s Report
20. Administrator’s Report
21. Clerk’s Report
22. Mayor’s Report
23. Closed Session to Discuss Section 2 (c) (1), Personnel
24. Motion to Come Back into Open Session
25. City Council Action on Closed Session Discussion
26. Adjournment

**PARK BOARD MEETING MINUTES
NOVEMBER 20, 2023**

Chairman Jay Schulz called the meeting to order at 6:00 pm. Committee members present: Chairman Jay Schulz, Alderman John Lavallee, Alderwoman Lori Lancaster, Alderwoman Rosa Luna and Scott Logan. Member Pep Saucedo was absent. Also present were Mayor Kelly, City Administrator Lou Leone, Alderwoman Lisa Haderlein, Alderman Charles Gorman and Supt. Ryan Knop.

Public Comment

Naomi Perales, 4890 Thistle Ln., LITH and Justin Leith, 2660 Braven Way, Woodstock addressed the Park Board on behalf of the Chi Upsilon Chapter of Phi Theta Kappa at McHenry County College. Their research topic this year is “the Art & Science of Play”. They visited Northfield Park and Milky Way Park as part of their research. Justin reviewed the results of their survey, as attached.

Approval of Minutes

A motion was made by Scott Logan, seconded by Alderwoman Luna to accept the Park Board Minutes of September 18, 2023, as presented. All ayes. Motion carried.

Project Update/Status

Supt. Knop updated the Park Board on the following projects:

- Dog Park: Public Works was able to tap into the main to run the water line for the water fountain. The cement slab was also poured for the project. The project will be finalized in the spring.
- The pool has been winterized. The water lines have been blown out, fill plugs installed and check valves removed. As time allows, Ryan will work with Public Works to clean out the DE tank.
- Park Pointe Walking Path: Supt. Knop confirmed with Powell Gravel to move forward in the spring.
- Christmas Tree at 5 points: The tree is set up and decorated for the holiday season. Ben’s Christmas Trees donated the tree.

Programs and Events

Supt. Knop updated the Park Board on active programs and events as included in the agenda packet.

- Egg Nog Jog- 40 Registered
- Concha's and Cocoa: Free Event for the Community on December 9th from 2pm-5pm. We will have free Concha's and Hot Chocolate and taking a picture with Santa. The Library will be joining in this event and handing out free take home crafts for the kids to do.
- Limber Life: Session one is currently underway with 7 participants.
- Zumba: Currently only 5 signed up at the moment
- Gingerbread Showdown: Gingerbreads can start arriving at City Hall on Monday, November 27th.
- ESL Program: Waiting on one more to confirm availability. Goal is to start promoting this by December 1st.
- University of Illinois Extension Office: Ryan met with Mary Flores for the U of I extension office to discuss ways to work together to drive health and activity related recreation and programming to our residents.
- Harvard Jr. Hornets Travel Basketball: Practice has started and going very well. Numbers were down from last year, but enough for full 5th – 7th grade teams. Program sponsors: US Medical Glove, Brown Bear Day Care, Jay and Kelley Schulz, and The Harvard State Bank.

Rebuild Illinois Grant

No update at the current time.

Community Garden

Ryan met with Alderman Schulz and Alderwoman Haderlein the end of October to discuss the community garden at Lion’s Park. Their consensus was to start in spring of 2025. Following the meeting, Ryan started working on the details with Donovan and City Administrator Leone. They felt the project could start before the growing season of 2024, which would be around Mother’s Day. The estimated cost for 16 raised container garden beds and fill would be \$3896.50 or \$243.54 per bed. The beds could be rented out for \$40 a year for one, or \$60 a year for two. There was discussion regarding mowing and maintenance around the beds with the renter being responsible for a 1’ area around the bed. Alderwoman Haderlein related that Woodstock has a similar program, with a variety of sizes, with good results. Woodstock also found grant funds to get their program started; Alderwoman Haderlein has reached out to Terri Wilcockson, who is Woodstock’s retired grant writer, to get additional information.

Milky Way Park Soccer Fields

Supt. Knop reviewed the spread sheet in the packet outlining expenses for high, middle and low end soccer fields and the cost from Langton Group to perform the grading. At Alderman Gorman's inquiry, Ryan related that most of the soccer fields in the county are mid to mid-high end fields, with a couple mid to mid-lows. Chairman Schulz inquired about running a starter 12 team tournament with a minimal entry fee. Ryan replied that he is still working towards a 12-team recreation style two-day tournament in the summer. The numbers presented were more for bringing in outside athletic tourism into the community. Chairman Schulz would like to see how a smaller tournament would run for a couple years to see if there is a greater demand before investing a lot of money. Alderwoman Luna concurred with Chairman Schulz' recommendation. Mayor Kelly suggested reaching out to some of the local landscapers who might be willing to rake and level the fields in the spring as a donation to the parks which would allow for a tournament in the mid-summer/fall. Alderman Lavalley said that Dacy Airport has a big highway asphalt, double drum roller that they might be willing to let the City use.

Recreation Center Survey Update

The recreation survey has closed with 427 responses on the English survey; 15 on the Spanish survey. Ryan is compiling the information and will have a full report to be presented at the December Park Board Meeting.

Budget Discussion

There was discussion of the preliminary budget which will be gone over line by line at the December 11th meeting. Chairman Schulz suggested budgeting park program equipment over 2-3 years. He asked the board to direct questions to Ryan individually so he can respond and bcc the full board. Ryan was directed to itemize the high ticket items.

Financial Report

The report was provided by Finance Director Deb Bejot and included in the agenda packet.

Vandalism Report

A police report was filed on November 4th due to vandalism at Moose Field and Mary's Park. Over 19 tags were found on various park items. The responsible party was identified and arrested. Ryan is working with the Police Dept. on the cost.

Mayor's Report

No report.

Supt. Knop's Report

Supt. Knop reviewed his report as submitted.

Harvard Parks Foundation Report

No new report.

New Business

City Administrator Leone commented that earlier in the year the City was identifying some lots to sell; the task has been given to Donovan to complete to either auction or entice buyers for infill.

City Administrator Leone suggested a couple items to add to the dog park and has asked Public Works to take out cut up logs next time a tree needs to be taken down; also dummy fire hydrants.

The next meeting is Monday, December 11, 2023, at 6 pm. The Park Board will be discussing the upcoming budget.

At 6:49 pm, a motion was made by Scott Logan, seconded by Alderwoman Lancaster to adjourn the meeting. All ayes. Motion carried.

Submitted by:
Chairman Jay Schulz

Dear Superintendent Knop,

Hello, we are with Phi Theta Kappa, the official international honor society for two-year colleges, and specifically we are from the Chi Upsilon chapter at McHenry County College. Each year we do a project that helps our local community based on research around a specific topic. This year's research topic is "The Art & Science of Play," and we did research around the inclusivity and accessibility of community parks and conservation areas in McHenry County.

Our research found that members of marginalized communities need encouragement and universal design practices to fully participate in play. We further learned that play is necessary for good mental and physical health. Including spaces that are free of obstacles, adding equipment that is designed or adapted for people with physical and mental disabilities, and including gender-neutral facilities will bring more ability to play to members of our communities. To achieve these goals, some best practices for parks and recreation areas are:

- Handicapped Parking
- Ramps & wide walk paths on trails and play equipment made with a solid surface
- Specific interactive structures for the differently abled (handicapped swings, puzzles, musical toys, interactive toys at various heights)
- A calming seating area for caregivers and those who are feeling overstimulated
- Welcoming artwork that shows representations for all races, the differently abled, and LGBTQIA+ people
- Public access to clean, appropriately stocked, and unlocked bathrooms
- Gender Neutral handicapped-enabled bathrooms
- Baby changing tables available in all bathrooms
- Menstrual products available in all bathrooms

We took time to visit and survey Northfield Park and Milky Way Park. After analyzing our research, we noticed that your parks include playgrounds with rules displayed for children to enjoy themselves while ensuring good behavior, shaded areas to relax, and quiet areas for children to decompress if they become overstimulated. Milky Way Park is a helpful location to facilitate community soccer games, which is an important recreational option for citizens. In addition, we observed that the bathrooms at Northfield Park were locked, and the bathrooms at Milky Way Park had been missing amenities like changing tables and menstrual products. The bathrooms were gendered and rated not clean. The parks did not have interactive equipment nor inclusive and welcoming artwork; however, we were happy to see that your parks had wheelchair accessible walkways and that the bathrooms are handicap accessible, which ensures admission and enjoyment of your parks for everyone.

Northfield Park and Milky Way Park are important to the citizens of Harvard, and we appreciate your service to our community. Thank you for taking the time to read about our findings and observations. We hope that you will consider these issues when making future improvements to your space.

**PARK BOARD MEETING MINUTES
DECEMBER 11, 2023**

Chairman Jay Schulz called the meeting to order at 6:00 pm. Committee members present: Chairman Jay Schulz, Alderman John Lavallee, Alderwoman Lori Lancaster, Alderwoman Rosa Luna, Scott Logan and Pep Saucedo. Also present were Mayor Kelly, City Administrator Lou Leone, Finance Director Deb Bejot and Supt. Ryan Knop.

Public Comment

None

Approval of Minutes

A motion was made by Alderwoman Lancaster, seconded by Scott Logan to accept the Park Board Minutes of November 20, 2023, as presented. All ayes. Motion carried.

Parks Controlled Burn

The Parks and Rec Department would like to conduct controlled burns within the City's parks throughout the fall and winter, weather dependent, similar to what's been done in the past. The HFPD, NERCOM and the Police Dept. will be notified. A motion was made by Scott Logan, seconded by Alderwoman Lancaster to recommend approval to the City Council. All ayes. Motion carried.

Budget Discussion

The Park Board reviewed the budget spreadsheets. Areas discussed:

Revenue

- 04-00-44860 Park Programs - \$12,000
- 04-00-44430 Swim Lessons Pool - \$4,500
- Add subcategory 04-00-44451 Concessions, Parks
- 04-08-44600 General Events - \$28,700 (planning 2/3 participation)

Expense

- 04-00-55120 General Park Maintenance - \$25,000 (General \$10K; Tree Trimming Lions Park \$7K; MWP West Dog Shelter \$8K). Everything has been mulched over the last couple of years and is holding up well so is not needed in the upcoming fiscal year. The HERS Shelter/Garage Repairs will need to be done in the near future; Ryan will evaluate what needs to be done.
- 04-07-55180 Pool Maintenance - \$24,000 (general maintenance, new pool plumbing, caulk for pool and pool tree trimming)
- 04-07-57010 Concessions - \$9,000
- 04-00-57070 Park Programs - \$11,700 (includes swim lessons/water aerobics instructors and the basketball program) + \$10,300 for new program equipment.
- Advertising for pool and park will be run out of the general fund for 24/25.
- 04-07-56150 Electricity/Utilities - \$14,000
- 04-07-58000 New Equipment/Infrastructure - \$22,000 (includes new NVR system, pool vac, pressure washer, hand tools for pool, training AED's, and training kit, pool filters)
- 04-00-58000 New Equip/Infrastructure - \$13,700 (includes general new parks equipment, 5 picnic tables, 1 ADA tables and 10 park trash cans); budget each year for next three years.

Other Discussion

- 04-00-58000 New Equipment/Infrastructure – The cost for soccer field equipment is \$27,000, which includes 4 sets of goals; the City currently doesn't own any soccer equipment. Deb suggested that funds could be taken out of the capital improvement fund with the revenue from soccer tournaments going back into capital improvement. There was discussion that the equipment could also be rented from the Jr. Hornets for the first year.
- Develop 3-5 year plan for maintenance/equipment for Mary's and Lion's Parks which could be a capital improvement plan. The approximate cost to remove the old playground and install a new playground at Mary's Park is \$100,000; could save \$3,500 if the City does the removal of the existing playground equipment at Mary's Park.

- Finance Director Deb Bejot related there are two parks accounts: parks general fund and the parks money market capital improvement account. The only revenue going into the money market account is building permit fees; current balance is \$75,000.
- The cost for a new parks mower is approximately \$20,000.
- Balance of \$10,840 to be put in Parks Capital Improvement Money Market Account.
- Continue budget discussion at the January meeting.

Financial Report

The report was provided by Finance Director Deb Bejot and included in the agenda packet. Deb related that she revised the report to remove the (\$11,000 – dog park fence transfer) in expenses to reflect a true picture.

Vandalism Report

No report.

Mayor’s Report

Mayor Kelly gave an update on the DCEO Grant for the walking path at Lion’s Park. The grant is still in process and once the project gets approved, the City will receive a state award letter to be executed by the City, after which an agreement will be generated. The process will take a few months to complete.

Supt. Knop’s Report

Supt. Knop reviewed his report as submitted. The Egg Nog Jog went well with 51 participants and the Conchas and Coco was well received but could be a shorter duration. The ESL Program went live and will kick off in January.

Harvard Parks Foundation Report

No new report.

New Business

Finance Director Deb Bejot noted a request will be made at the budget workshop for the Milky Way Park pit/pump project to be financed through the general capital improvement fund using ARPA funds.

Supt. Knop distributed Survey Results/Draft 1 for the board’s review to be discussed at the next meeting.

The next meeting is Monday, January 15, 2024, at 6 pm.

At 8:05 pm, a motion was made by Scott Logan, seconded by Alderwoman Lancaster to adjourn the meeting. All ayes. Motion carried.

Submitted by:
Chairman Jay Schulz

PLANNING & ZONING COMMISSION MEETING MINUTES
December 5, 2023 - 7:00 pm

Chairman Carbonetti called the meeting to order at 7:00 pm. City Clerk Moller called roll to establish a quorum. Commission members present: Jim Carbonetti, J Albertson, Steve Creviston, Mike Grieshop, Paul Hereley and Ian McCafferty. A quorum was present. Also present were Alderwoman Lisa Haderlein, City Administrator Lou Leone, Community Development Director Donovan Day, Code Enforcement Officer Anne Nutley, City Attorney TJ Clifton and members of the audience.

Public Comment

Chairman Carbonetti opened the floor to public comment for any item not presently on the agenda. There were no public comments.

Planning and Zoning Commission Minutes of July 11, 2023 – Approved

A motion was made by Commissioner Grieshop, seconded by Commissioner McCafferty to accept the minutes of the Planning and Zoning Commission Meeting of July 11, 2023, as presented. All ayes. Motion carried.

Public Hearing – City of Harvard

Chairman Carbonetti opened the hearing in the petition submitted by the City of Harvard. The petitioner is seeking text amendments to the Unified Development Ordinance (UDO) to Amend Section 2.3, Definition of General Terms and Section 9.3, Accessory Structures and Uses, of the UDO to include Backyard Chickens in Residential Zoning Districts.

Presentation of Evidence by Petitioners

The parties of interest were present. On behalf of the City Council, City Administrator Lou Leone reviewed the petition for a text amendment to the UDO, to Amend Section 2.3, Definition of General Terms and Section 9.3, Accessory Structures and Uses, of the UDO to include Backyard Chickens in Residential Zoning Districts. The memo attached to the petition outlines standards for the proposed amendment. The Community Development Department was in attendance to answer any questions.

Public Comment

City Administrator Leone stated that public comment would be limited to three minutes per person and requested that individuals not repeat what the previous person stated.

Chairman Carbonetti opened the floor to public questions/comments in favor of the petition:

- Jessica Helmeid, 308 N. Jefferson St., addressed the Commission in favor of the proposed amendment. If you look at the petitions, there are three times the amount of yes supporters compared to no. She noticed the no petition contains signatures of some of the Commission members or their family members. She requested the Commission check their biases and vote on facts, not opinion. City Administrator Leone stated for the record, that upon checking, the Commission member whose signature appears on the no petition, did not actually sign the petition; someone else signed their name, so there is not a conflict amongst the Commission.
- Dave Helmeid, 308 N. Jefferson St., addressed the Commission and said they have been at this for months and have done vast door to door petitioning asking people what their opinion is; it's been overwhelmingly positive. There are many areas and cities around us that do allow backyard chickens, including affluent ones such Evanston; allowing chickens would be a boon to Harvard. The community has spoken and going against the will of the community without good reason, would be unjust and unnecessary. To not allow chickens would be making a big deal out of something that really isn't. He asked the Commission to consider all the hard work they have done to get to this point.
- Megan Sullivan, 403 E. Washington St., addressed the Commission in support of the petition. She thought this was a good opportunity to bring sustainability to a more local level and opens up an educational opportunity for kids, more community programs for adult education and a great opportunity to have a local food source that is local and easily accessible.

- Kurt Rockcastle, 304 Garfield St., addressed the Commission in favor of backyard chickens. He will not be having chickens as it would not be cost effective, but understands why people would like to. It would be of value to the community.
- Nissi Rockcastle, 202 N. Jefferson St., addressed the Commission in favor of backyard chickens. She will not be having chickens but felt people should have the right to have them if they so choose. Individuals that want to have chickens need to have the money to invest. The City would be able to fine people who don't follow the regulations. Chickens would provide sustainability as well as education for kids. According to the petitions, the majority of people seem to want this and the positives outweigh the negatives. She asked the Commission to look at the facts and that the comparison between petitions is considered.
- Robert Thompson, 319 Marengo Rd., addressed the Commission in favor of backyard chickens. They have 3¼ acres and came before the City Council several months ago seeking a variance to allow chickens as an egg supply and to be utilized in a sustainable way using garden scraps to supplement feed for the chickens which in turn would have compost for other garden projects. Harvard is a rural community with rural traditions and somewhere along the line, some of those traditions, whether good or bad, were forgotten about; chickens are part of the DNA of the area.
- Jay Wolf, 800 Lincoln St., addressed the Commission in support of backyard chickens. He commented that it's kind of bizarre that a town deep in the heart of farm country needs to have a debate over chickens. Chickens are easy to keep and would be a good boon to the community.
- Sara Thompson, 319 Marengo Rd., addressed the Commission in favor of backyard chickens and echoed what everybody else said. Fears around potential things, vermin and smells, have not been proven in any city that has them, to be true. She has lived in Chicago and Evanston; you wouldn't know there were chickens there and she hoped the Commission would consider allowing them.

Chairman Carbonetti opened the floor to public questions/comments in opposition of the petition:

- Linda Morton, 607 Garfield St., addressed the Commission in opposition to backyard chickens. She was not approached to sign a petition, but would have if asked. There should be a minimum lot size of at least three acres. People don't follow all the rules and there will be a lot of potential violations and a lot of work for the City to check on all these places that have chickens. She takes care of her property in hopes of raising property values and felt that chickens might impede that progress.
- Scott Logan, 700 E. Brown St., addressed the Commission in opposition to backyard chickens. The biggest thing is this would in fact change the neighborhoods and have an impact on neighbors. He doesn't want chickens next to him. He has relatives out of state that have chickens and knows firsthand the kind of mess they make. He commented on one accommodation if it were restricted to lots over 1 acre which would be a more reasonable accommodation.
- Sara Berg, 508 Old Orchard Rd., addressed the Commission in opposition to backyard chickens for public health and safety concerns as well as enforcement. Comments have been made that Evanston and Fox Lake have chickens and they don't have any problems, but nobody bothered to check to see if Harvard has problems, and we do, quite a few. Many of the Commission members live next door to places where there are chickens. There was some back and forth discussion between members of the audience at which time Attorney Clifton interjected this shouldn't be dialogue back and forth and not to interrupt the speaker but let her finish her comments. Sara indicated she was done talking. Attorney Clifton said that going forward, all comments should be directed to the board with no commentary from people in the audience.

Chairman Carbonetti entered the completed petition and the following attachments into the record:

- a) Petition Back Yard Chickens - Support;
- b) Petition Back Yard Chickens - Oppose;
- c) Resident Input Article – The Case Against Allowing Urban Chickens in Dekalb, IL;
- d) Resident Input Info – Cities in Illinois & Wisconsin that allow backyard chickens;
- e) Resident Input Info – Backyard Poultry Illness;
- f) Resident Input Info – What Happens When a Chicken Dies;
- g) Resident Input Sarah Berg 8/27/23;
- h) Resident Input Sarah Berg 11/7/23;
- i) Historical Abate Nuisance Notices.

Discussion/Questions by Planning and Zoning Commissioners

- Commissioner Creviston said he lives on the north side of town; there have been 4 or 5 houses around him that have chickens; they are running rampant. Why break the law? That's what's going to happen if it's allowed. The code enforcer already has their hands full with what they do; how is the City going to afford to pay someone else to enforce chickens?
- Commissioner Hereley seconded Steve's comments and said he lives just to the north of him and has had chickens go through his yard on several occasions. Harvard is a rural community; he has lived here for 54 years; he is not against chickens but inside city limits is not a place for chickens.
- Commissioner McCafferty referred to comments about basing opinions off of fact, but hasn't heard a single fact yet. It's educational, but how is it going to be educational? What programs are you going to put aside to teach people about chickens? Where are you going to hold it at? Are eggs going to be sold? He appreciated the effort that was put into something they are so passionate about, but give me the facts. Robert has an area that is accommodating to what he wants to. There are signs up all over outside of City limits for people selling eggs. The packets do have facts, but he asked those in favor of backyard chickens to sell what they want to the Commission and the town.
- Commissioner Albertson said he had a conflicting opinion from everyone else so far and more in the line of what do we do, to do this correctly. He has a few notes on items in the document that weren't outlined very well i.e., setbacks, conditional or permitted use, zoning and lot sizes. There isn't anything specific about lot setback requirements for coops; the UDO has setbacks for apiaries but not coops. Based on research he has done, setbacks are usually 25-30' which he would recommend so the chickens wouldn't be an immediate nuisance to the neighborhood. Also need to keep in mind that while we can fearmonger, this is for the people who rule follow. No matter what is done, there will still be problems with people doing it illegally. This is helping people that want to do it correctly.
- Commissioner Grieshop commented that the purpose of the meeting is to see if it fits the community as beneficial just like other things the Commission has voted on in the past. He didn't believe all of the standards were met for a text amendment: "to the extent to which the proposed amendment promotes the public health, safety, and welfare of the City" and "the relative gain to the public". The only positives he could see that could eventually open the door would be a conditional use with a good degree of scrutiny on lot size at which time conditions could be set forth. There are so many lots in town, that even if you put it in the back of the lot, it would be in my back yard, which doesn't work. Mike further noted that the Community Development Dept. is in a state of transition and needs more time to catch up and then if they have time to oversee it, maybe. Conditional use, possibly, but overall to the City Council, no at this time.

City Administrator Leone addressed some of the Commission's questions/concerns:

- Setbacks are addressed in Section C.4 - coops are treated just like any other accessory building which requires a 4' setback. Commissioner Alberson didn't think that was enough.
- Enforcement – the proposed text amendment has been going around for several months. One of the first things staff did was to talk to the code enforcement department to see how much of a strain this would put on the dept. It is staff's belief that the City can keep this enforced. The proposed amendment provides more tools to access areas and do code enforcement, not just of chicken coops but of neighboring properties as well which will enhance enforcement throughout the City.
- Staff looked at other cities and how they did it and tried to put together a text amendment that would satisfy everybody. It is within the Commission's scope to make additional changes to the proposed text amendment and adding a one or two year probationary period.
- The proposed text amendment does not allow eggs to be sold in the City.
- There is a life cycle type of education tied to the proposal and educational value in that it teaches self-sustainability within the home.

Planning and Zoning Questions/Comments to Objectors/Supporters

There was additional dialogue between Commission and members of the public. Areas of discussion:

- Commissioner Hereley inquired if chickens need vaccinations. Jessica Helmeid responded that often times when you purchase chickens they are vaccinated. She commented there is a bigger problem with cats in town than chickens. This isn't about illegal chickens; this is about legal chickens. She referred to the printout that didn't list any complaints in other cities.

- Robert Thompson addressed the comment about people who had chickens outside of the city limits, many of whom free range their chickens; this would not be allowed per the proposed amendment. Questions and concerns can be thought about with answers and solutions; have productive dialogue to come to a good understanding to see what an acceptable route forward would be.
- Linda Morton asked someone to address predators, particularly coyotes. Commissioner Albertson indicated his research didn't show anything notable. As a former educator, she related that teachers educate children in the classroom. There are also farms in the area for people to visit. Jay Wolf responded to the predator concern and commented that coyotes and fox are already here.
- Jessica related that those people who signed the yes petition were having their voices heard and shouldn't be discounted. The concerns with vermin and predators have never been proven and there is no correlation; it isn't happening. Commissioner Albertson related the proposed amendment would deal with many of the concerns that have been brought up.
- Dave Helmeid said there have been 3 or 4 months of meetings where they have been selling the proposal. He thought the hearing was the final run through that wasn't going to be a reiteration of every fact and point brought up previously. There is wildlife everywhere. At a previous meeting, they made a suggestion for an educational course that would be made available and offered by one of the teachers at MCC. Dave commented that he has applied to fill the vacancy on the Planning and Zoning Commission.
 - At Commissioner McCafferty's inquiry, Dave said there have been four consecutive meetings that this issue has been brought up and gone over to seek approval.
 - Attorney Clifton clarified for the record that this is the public hearing for this zoning text amendment. So what may have happened at prior meetings is not technically of record for this public hearing. This is the public hearing in which this body is going to make a determination whether or not the approval standards for text amendments have been met. So if other comments may have been mentioned at a prior meeting, does not mean they are part of the record for this public hearing. Dave Helmeid felt there should be a level of preparation that could have made this smoother/easier.
 - Lisa Haderlein, 904 N. Jefferson Street, identified herself as a member of the City Council and addressed Dave Helmeid's comment. The previous hearings that are referred to were a committee meeting and the City Council meeting. The purpose of the discussion at those meetings was strictly whether or not the council was going to send this matter, this text amendment issue, to the Zoning Board. That is what was approved, not the actual text amendment, but going to the Zoning Board.
 - Jay Wolf further addressed the Commission in favor of allowing people to have chickens and noted all the information that was presented in the packet.
 - Attorney Clifton clarified he did not indicate that what happened at prior meetings was not pertinent. Comments made to people coming up and speaking at a prior meeting is not part of the public record of this public hearing. This is the public hearing to determine whether or not there is a zoning text amendment. What happened or comments made at a prior committee meeting or City Council meeting in which it was determined whether or not this petition would be brought forth are not a part of this public hearing. He was not saying that those comments or what was said may not be pertinent to the debate. If they are not said tonight or in the record of this public hearing tonight, technically they are not before this body to consider.

Additional Comments/Closing Arguments

There were no additional comments from the audience.

Commissioner Albertson brought up discussion of the following:

1. Section F.1.d – “Confirmation that a Backyard Chicken 101 course provided by the City was attended electronically or in person”. In response to his inquiry, Community Development Director Donovan Day noted that the original draft of the proposed text amendment included a link to a YouTube video, but it was removed in case at some point, the link no longer worked. The City could offer the classes either at City Hall or the Library or individuals could sign the permit application to verify that they had seen the video and knew what was involved. The library offers a class a couple times a year.

residential buildings. Commissioner Albertson concurred that Section (C)4 would be the more appropriate section to add the setback requirement and recommended that the minimum requirement be both: 10' from a residential building, 4' from the property line, whichever happens to be the greater distance.

6. Add language that the use would be for a probationary period of two years as a conditional use. Attorney Clifton confirmed that during the two year period, this use would be a conditional use requiring that a petition be filed for a conditional use. A conditional use would require a public hearing for each petition.

Commissioner McCafferty stated his second to the motion stands after clarification. Roll call vote: Albertson, aye; Creviston, no; Grieshop, aye; Hereley, no; McCafferty, aye and Carbonetti, aye. Motion approved four to two.

The Planning & Zoning Commission's recommendation will come before the City Council on December 12, 2023 at 7 pm. **Subsequent to the Commission Meeting, Mayor Kelly deferred the recommendation to come before the City Council at the January 23, 2024, City Council Meeting.**

Clerk's Report

No report.

Chairman's Report

No report.

At 7:56 pm, a motion was made by Commissioner McCafferty, seconded by Commissioner Creviston to adjourn the meeting. All ayes. Motion carried.

Respectfully submitted:
Lori Moller, City Clerk

2. There was discussion relating to the \$300 permit fee. City Administrator Leone indicated that suggestion was brought up by a City Council member during a committee meeting as a deterrent to filter out individuals that weren't serious about having chickens.
3. There was discussion about the cost of bands for permit holders to add to their flock, annual license and registration fees and showing vaccination records at point of registration.
4. Accessory use building setback of 4'; the UDO requires 10' for apiaries. To avoid being a nuisance, he recommended a larger setback with a minimum of 10'.
5. Consider a probationary period as a conditional use for up to one year.

Commissioner Grieshop concurred with the probationary period and increased setbacks.

Commissioner McCafferty suggested the number of birds allowed based on lot size should be amended: 2-3 acres should be 4 birds, less than 2 acres should be 2 birds, 3-10 acres should be 12 birds. He agreed with the requirement for classes, \$300 fee and registration fee per bird. He thanked the audience members for their passion. There was additional discussion with the audience on the increasing the number of chickens that would be allowed.

Attorney Clifton clarified, pursuant to the UDO, the procedure when there is a zoning text amendment, says that the Planning and Zoning Commission must evaluate the application based upon the evidence presented at the public hearing, pursuant to the approval standards of this section. For zoning text amendments, the Planning and Zoning Commission must either recommend approval, approval with conditions, or denial of the application. The Commission may approve the text amendment as is, approve with changes in the proposed ordinance such as making it a conditional use or other things the Commission has discussed or move to deny the application. Regardless of which of the three actions the Commission takes, it still moves to the City Council for an ultimate vote based upon their review of the recommendation.

Vote on Petition

A motion was made by Commissioner Albertson, seconded by Commissioner McCafferty to recommend the text amendment to the City Council with the following changes:

1. Acreage adjustment to the table in Section (B): the number of chickens allowed for 2 or less acres is 4 birds and 2-3 acres is 8 birds;
2. Leave the fee amount as is but add a bird registration fee, as determined by the City;
3. Coop setback to be a minimum of 10' from any residential building.
4. The text amendment to be a probationary period as a conditional use for up to one year. City Administrator Leone suggested a two year probationary period instead of one year which was acceptable to Commissioner Albertson.

Attorney Clifton recommended for the record so everyone is clear on what is being voted on that Commissioner Albertson go through and highlight each of the changes to the proposed ordinance by section. Commissioner Albertson clarified the changes:

1. (A) – *Keeping of Chickens* – As is
2. (B) *Number* – Adjust as follows:

Lot Size	Number of Chickens Allowed
3—10 net acres	12 birds
1—3 2-3 net acres	8 birds
Less than 1 2 net acres	4 birds

3. (C) – *Minimum Requirements*: As is
4. (D) – *Screening*: As is
5. (F) *Permitting Enforcement*: Add verbiage to include a 10' minimum setback from residential properties for a coop; the City to set a chicken registration fee on a per chicken basis and outline that a vaccination record is required. Attorney Clifton suggested that the verbiage for a 10' coop setback be added to Section (C)4 which states that “Enclosures shall be treated as accessory structures per section 9.3 of the UDO”. Community Development Director Day stated that the setback for accessory structures in Section 9.3 of the UDO is 4' from property lines not



City of Harvard Memo

To: City Council
From: Lou Leone
CC: Mayor Kelly
Date: January 23, 2024
RE: City Administrator's Monthly Report

Summary of November and December 2023 Activities:

- Staff held the first Joint TIF Review Board meeting since 2012. It is a requirement to hold an annual meeting with local taxing entities.
- Staff conducted a “walk though” with the City’s Insurance Broker to review buildings under coverage. Focus was on the new WWTP.
- Started weekly meetings with Police and Parks personnel.
- Attended McHenry County Economic Development Corporation annual meeting.
- Attended a Forestry/Tree Preservation training session.
- Completed ADA Coordinator training.
- Attended an informational meeting on Land Use/Land Banking and Opportunity Zone projects.
- Attending meetings on potential Economic Development projects including potential TIF projects.
- Held two volunteer visits with Department of Labor to review the safety standards of the Administration Office.
- Attended training on CDBG Administrator and upcoming grants.
- Attended McHenry County Workforce Housing development task force meeting.
- Met with contractor regarding Ayer Streetscape project to get the project moving forward.
- Attended the following monthly meetings: Parks, Administration, Community Development committees, McHenry County Enterprise Zone Board, McHenry County Council of Governments, Metro Mayors Caucus, Illinois Public Works Mutual Aid Network (Board and Executive Board), ILCMA Metro Managers Board and Leadership Greater McHenry County.
- Continuing a twice a month Department Head meeting including Diggins Library.
- Continued work responding to FOIA requests.
- Held “drop-in” meetings with citizens.
- Worked on 2nd draft of RFP for feasibility study.

Current Projects:

Road projects:

- Beginning January 1, 2024, the Department of Revenue has started collecting the additional 1% in sales tax that will be used for road/sidewalk projects beginning in 2025.
- IDOT has informed staff of the inclusion of crosswalks on the State's Rte 173 project. This will be done at no cost to the City.

Consolidated Materials:

- Project is on hold per the attorney for Consolidated Materials. Discussed the need for a new development agreement.

Wastewater Treatment Plant (WWTP):

- Staff is working with Trotter personnel to settle outstanding issues related to completion of the WWTP.

Fraternal Order of Police Agreement:

- Staff is working on creating an amendment to the original agreement to better identify work schedules, overtime rules, training allowance and uniforms reimbursement. Waiting for a proposed uniform list from the FOP. Working on proposed scheduling changes.

TreeCity USA Application:

- Staff has been informed that there was an issue with ARBOR Day's filing system. Staff will resubmit the City's TreeCity USA Application.

Continuing projects:

- Personnel Manual – Working of 2nd draft.
- Job Descriptions
- Financial Policies (Purchase Policy, Equipment Reserve plan, etc.)
- Forms (Updated)
- Review of Municipal Codebook

American Public Works Association



2 de enero de 2024

Mr. Lou Leone
Administrador de la Ciudad
Ciudad de Harvard
(Por Correo Electrónico)

Re: 2024 Premios APWA – Fox Valley Branch

Estimado Mr. Leone:

Me complace informarles que la Fase 1A de Mejoras a las Instalaciones de Tratamiento de Aguas Residuales ha sido seleccionada como Proyecto de Obras Públicas del Año en la categoría Medio Ambiente: \$5 millones, pero menos de \$25 millones. ¡Felicitaciones por recibir este premio competitivo!

La entrega de premios se llevará a cabo el 13 de febrero de 2024, en la reunión ordinaria de la Sucursal celebrada en Two Brothers Brewing Company en Aurora. Próximamente se publicará información sobre la inscripción.

La Sucursal solicita que cada ganador del premio presente una breve presentación de PowerPoint en la reunión. Las presentaciones no deberán tener una duración superior a 5 minutos. Por favor envíeme un correo electrónico con el archivo de PowerPoint antes del viernes 9 de febrero. El equipo de PowerPoint estará disponible para su uso en la reunión.

He enviado su premio para su consideración a nivel de Capítulo. Si tiene alguna pregunta, llámeme al 630-466-6700.

Sinceramente,

Julie A. Morrison
Presidenta del Comité de Premios
APWA Fox Valley Branch
jmorrison@eeiweb.com

Cc: Jerry Ruth, Trotter and Associates, Inc. (Por Correo Electrónico)

Community Development Report December 2023

RESIDENTIAL CONSTRUCTION								COMMERCIAL / INDUSTRIAL CONSTRUCTION					CODE ENFORCEMENT	
MONTH	SINGLE FAMILY	*TWO FAMILY	*MULTI FAMILY	REMODEL/ ADDITION	MISC.	CONST. COST	PERMIT FEES	NEW CONST.	REMODEL/ ADDITION	MISC.	CONST. COST	PERMIT FEES	NOTICES	TICKETS
JAN					11	\$75,385	\$250			5	\$31,343	\$135	29	0
FEB	2				10	\$547,500	\$10,865			5	\$170,937	\$266	23	0
MAR					22	\$139,508	\$621			2	\$14,267	\$61	26	10
APR					38	\$300,357	\$1,181			5	\$576,000	\$234	40	1
MAY					54	\$384,315	\$2,811			3	\$156,000	\$483	83	2
JUNE	1				52	\$360,334	\$1,250	1		2	\$901,932	\$5,500	41	5
JULY					43	\$395,985	\$1,740	1	1	1	\$2,343,000	\$31	33	15
AUG	1				44	\$480,977	\$3,518		1	4	\$297,850	\$486	52	11
SEPT	1	1			25	\$704,997	\$17,159			1	\$26,810	\$4,000	33	2
OCT	1	2			25	\$1,066,077	\$35,509			2	\$7,100	\$124	25	12
NOV					24	\$229,792	\$805			2	\$750	\$65	20	1
DEC	1				15	\$359,678	\$5,070				\$500	\$30	28	1
YTD	7	3	0	0	363	\$5,044,905	\$80,779	2	2	32	\$4,526,489	\$11,415	433	60

* Number of Dwelling Units

PREVIOUS YEAR COMPARISONS

DEC						\$138,979	\$420			3	\$272,369	\$133	14	4
YTD	2			4	293	3,823,837	17,910	2	22	1,060,635	1,227	322	20	

CODE ENFORCEMENT REPORT DECEMBER 2023

ADDRESS		VIOLATION	ADDRESS		VIOLATION
805	HART	INOPERABLE VEHICLE	20612	E IL RTE 173	PARKING ON GRASS
107	CHURCH	JUNK	20616	E IL RTE 173	PARKING ON GRASS
606	LINCOLN	TIRE/MATTRESS	359	MARENGO RD	PERMIT REQ'D
201	LINCOLN	JUNK	502	SECOND	MATTRESSES
103	GARFIELD	CANS IN FRONT OF HOUSE	802	W WASHINGTON	INOP VEHICLE
503	DEWEY	CANS IN FRONT OF HOUSE	913	JOANNE	JUNK
609	BOURN	APPLIANCE/WATER HEATER	408	TALLGRASS	INOP VEHICLE
1004	HAYES	CANS IN FRONT OF HOUSE	714	KLAMAN	PARKING ON GRASS
307	W MCKINLEY	LIGHT POLLUTION	110	SHAWNEE	CARPARTS IN YARD
712	UNIVERSITY	JUNK	403	JOSHUA TREE	TIRES
706	W ROOSEVELT	PARKING ON GRASS	1305	TENTH	PARKING ON GRASS/INOP
207	W BURBANK	SHED NOT PERMITTED	900	GARFIELD	PARKING ON GRASS
507	W BLACKMAN	TIRES	806	GARFIELD	PARKING ON GRASS
603	GARFIELD	JUNK	900	N HART	PARKING ON GRASS

CITATIONS

504 THIRD JUNK

Harvard Diggins Library Directors Report

For period: November 17, 2023 – December 20, 2023

Submitted by: Karen Sutera

At the library this month:

- The Diggins Dinosaur Christmas Party on Saturday, December 2 was a huge success. Over 120 people attended the event and feedback has been overwhelmingly positive. The event will be repeated in 2024 with a different theme but offering just as much fun.
- Karen met with City Finance Director Deb Bejot to discuss the FY 24/25 library budget. Karen and Deb will closely monitor the library's balances as the end of the fiscal year approaches so that any surplus remaining at the end of the year can be either moved to the Capital Reserve or allocated for next year.
- Karen met with City of Harvard department heads to discuss closing the access road. Public Works staff will begin demolishing the access road as soon as possible, weather permitting. Barriers are in place to close off the road. In spring, Public Works will add a curb to the east side of the library parking lot which will prevent anyone from attempting to continue through the lot. They will also extend the sidewalk to the east to connect it with the asphalt walking path in Lions Park.
- Karen is getting estimates for resurfacing the library parking lot. Based on cost, the project will take place either in summer 2024 or 2025. Capital reserve funds will be used to cover the cost of the resurfacing.

Facility Maintenance/Capitol Projects:

No major maintenance was needed this month.

November 2023 Library Statistics

See next page for November program statistics

	This month	Prior year
No of patron visits	2,402	2,018
Total physical items circ'd	2,229	
Total digital items circ'd		
Overdrive	329	
eRead Illinois	2	
# item received in delivery	974	
# items sent out in delivery	865	

November 2023 Program Statistics

				Attendance			
	Program		Adult		Teen	Kids	Kids
<u>Date & Time</u>	<u>Topic</u>	<u>Adults</u>	<u>Passive</u>	<u>Teens</u>	<u>Passive</u>	<u>0-5</u>	<u>6-11</u>
Thurs., Nov. 2 @ 6PM	Build it! Club	11				6	10
Mon. Nov. 6 @ 6PM	Food Safety & Safe Handling for the Holidays (cancelled, low reg)	0					
Tues., Nov. 7 @ 10AM	Preschool Storytime: Trains						8
Wed., Nov. 8 @ 1:30PM	Kids Crafternoon: Ball Drop Game						25
Wed Nov 8, 7pm	ILP Maya-Camille Broussard		5				
Thurs., Nov. 9 @ 6PM	Crafter's UFO Night	4					
Sat., Nov. 11 @ 10:30AM	Turkey Bingo	17		6			7
Mon., Nov. 13 @ 6PM	De-Mystifying Interior Design	4					
Tues., Nov. 14 @ 10AM	Preschool Storytime: Bedtime Stories					6	
Tues., Nov. 14 @ 11AM	Reader Leader Book Club			5			
Mon Nov 20, 6:30pm	JFK, Gary Midkiff	12					1
Mon., Nov. 27 @ 2PM	Make & Mingle: Grinch Wreath	7					
Mon., Nov. 27 @ 2PM	Make & Mingle: Grinch Wreath	13					
Tues., Nov. 28 @ 10AM	Preschool Storytime: Tools					6	
Tues., Nov. 28 @ 11AM	Reader Leader Book Club			6			
Total Programs Offered		8	1	3		3	5
Total Participation		68	5	17		18	51

Harvard Diggins Library Directors Report
 For period: December 21, 2023 – January 18, 2024
 Submitted by: Karen Sutera

At the library this month:

- The library contracted with J. Sanchez Landscaping for snowplowing services. They have done a fantastic job with the two weather events to date. Cost is \$250 per event which includes salting.
- Karen met with a local contractor Brett Wiley to discuss completing the various repairs that have been on hold. Repairs include replacing fluorescent light bulbs, installing the book sale bookcase, and repairing the soap dispenser holders in the women's bathroom.
- One application was received for the open maintenance position. The candidate will be interviewed on Thursday, Jan. 18.
- Regular programming resumed in January after a short break for the holidays.
- The library fared well during the two recent snow storms, closing at 4PM on Tuesday, Jan. 9 and closing fully on Friday, Jan. 11. Opening was delayed until noon on Saturday, Jan. 13 but it proved to be a busy afternoon. Despite the following bitter cold front, the library remained open on Monday, Jan. 15 and Tuesday, Jan. 16 although most programs were cancelled.
- The library will once again participate in the Library Lovers Expedition which begins February 1 and continues through March 30. Fourteen McHenry County libraries are participating in the Expedition which is an opportunity for folks to visit libraries and enjoy all each offers. Participants who visit 12 of the 14 libraries will be entered into a drawing to win a prize basket of local business gift certificates totaling \$50. Participants who complete the Expedition by visiting all 14 libraries can try to win a prize basket of local business gift certificates totaling \$140. A library card is not required to participate.
- One estimate was received for sealing and crack filling the parking lot. Additional quotes are being sought.
- Karen is working with Ryan Knop to schedule CPR training for staff. A tentative date of Friday, March 15 has been chosen. The library would open at noon that day so that staff can work with Ryan to complete the hands-on portion of the training (virtual portion would be completed prior to this session).

Facility Maintenance/Capitol Projects:

Only general maintenance projects were completed this month.

December 2023 Library Statistics
See next page for December program statistics

	This month	Prior year
No of patron visits	2,402	1,595
Total physical items circ'd	1,744	
Total digital items circ'd		
Overdrive	402	
eRead Illinois	11	
# item received in delivery	782	
# items sent out in delivery	866	

December Program Statistics

<u>Date & Time</u>	<u>Program</u> <u>Topic</u>	<u>Attendance</u>						
		<u>Adults</u>	<u>Adult</u>		<u>Teen</u>		<u>Kids</u>	<u>Kids</u>
			<u>Passive</u>	<u>Teens</u>	<u>Passive</u>	<u>0-5</u>	<u>6-11</u>	
Sat. Dec. 2 @ 10AM	Diggins Dinosaur Christmas Party	54					35	35
Mon., Dec. 4 @ 6:30PM	HHD Madrigals	39						
Tues., Dec. 5 @ 10Am	Preschool Storytime: Mittens						5	
Tues., Dec. 5 @ 10AM	Reader Leader Book Club			3				
Wed., Dec. 6 @ 6PM	Big Read Session 1: Heartland	4						
Thur., Dec. 7 @ 6PM	Build it! Club	9						9
Fri., Dec. 8 @ 3PM	Teen Holiday Gift Bonanza			7				
Mon Dec 11, 6pm	Jolliet & Marquette	18						
Tues., Dec. 12 @ 10AM	Preschool Storytime: Mail						9	
Wed., Dec. 13 @ 1:30PM	Kids Crafternoon: Snowman Ornaments							15
Thurs., Dec. 14 @ 6PM	Crafter's UFO Night	3						
Fri., Dec. 15 @ 3PM	Advanced Sewing: Gift workshop			6				
Dec. 18 @ 6:30PM	Make & Mingle: Gift Tag Workshop							
Tues., Dec. 19 @ 10AM	Preschool Storytime: Merry Christmas						7	
Tues., Dec. 19 @ 11AM	Reader Leader Book Club			9				
Total Programs Offered		6	0	4			4	3
Total Participation		127	0	25			56	59

Harvard Parks and Recreation Department



To: Mayor, City Council, and Lou Leone

From: Superintendent Ryan Knop

Date: January 12th, 2024

Monthly Report for Parks and Recreation

Hope you all had a wonderful holiday season! I have a plethora of things that are currently happening, or have happened since our last meeting. Our Zumba and Limber Life programs completed last week. Limber Life has been well received by all participants, and continuing that program for two additional sessions is already happening. Zumba is a new program that was implemented this past year and there were some growing pains as to be expected. Registration and participation numbers were an issue, which could be expected from a brand-new program offering. I have had numerous conversations with our Zumba instructor and she feels that due to the low participation rate during classes, she feels she does not want to proceed with a second class offering. I would like to have additional Zumba classes in the future, but some additional details such as instructors, time, participation, and building access need to be explored.

Programs for this upcoming year are still in progress, and I am making great progress on those. We will be having three different dance classes starting in May, so be on the look out for those. Some other programs that are being worked on are the Swim Lessons, Water Aerobics, Chess and Strategy, Art Classes, and Creative Writing just to name a few. Basketball season has officially started with games being played the first weekend in January. Everything has been going great with that, and we are seeing constant improvement in our youth participants. I have been in contact with some of the other programs to discuss playing some inhouse games during our practice time to allow our players more time on the court.

Our English as a Second Language Program officially kicked off on January 10th. Our first week presenter was Donovan Day with the topic about all thing Community and Economic Development here in town. There were five participants in attendance that asked great questions, and the feedback from week one was well received. To see the full list of presenters that are upcoming visit cityofharvard.org or the Harvard Parks Department Facebook page.

In addition to everything listed above, the Parks Department has been working on a summer soccer tournament. We have joined forces with Harvard Men's Soccer in a collaborative effort to ensure a successful tournament. At our initial meeting we started working on the planning process, where we discussed different aspects, objectives, and goals for this new tournament. We have a second meeting that is scheduled for Tuesday, January 16th, where we will be discussing the tournament style, promotional material, and tournament operation aspects. Thank you to the Harvard Men's Soccer program for their assistance with this new event, and everyone is excited to see what this will bring for our community.

Current Tasks In-Progress:

Task 1: Parks and Facilities Weekly Inspection Worksheet

I have completed the second draft of a detailed parks and facilities weekly inspection worksheet. This worksheet will be available out our Park Board Meeting to show in detail everything that will be inspected weekly. The objective of this worksheet is to document all assets that are currently located on City property, and the condition of each asset.

Task 2: Contractor Estimation for City Maintained Property

I am currently identifying and obtaining quotes from potential contractors who can take over the maintenance of city-maintained properties. I have reached out to three different companies over the past two weeks. One company was able to supply an estimate already, but the other two companies are currently working on snow removal and will touch base with me this week. The objective of these estimates is to see if outsourcing our current property mowing would be financially beneficial over an extended period due to ongoing equipment maintenance, and upcoming equipment replacements. One of the estimates being explored is the Husqvarna robotic mowers.

Task 3: Obtaining Additional Playground Quotes for Mary's Park

I am in progress of obtaining additional quotes from different companies for a playground renovation at Mary's Park. Over the past months there has been numerous discussions on the condition of the Mary's Park Playground. The objective of these quotes is to maximize the options available, and allow all parties involved to make an informed and educated decision for replacement in the upcoming future.

Task 4: Program Development

As mentioned earlier in my report, I am currently working on developing Recreation Program opportunities that will start in May. I have compiled a template for over 35 different programs. The objective currently is to finishing finding instructors for these programs to allow time for scheduling purposes. I have been in contact with numerous individuals and we are making progress on that. I am hopeful that CUSD 50 will be able to assist in promoting these programs to our High School Students for the instructor roles. Our goal is to be sending out a park program flyer to every residence in the 60033 zip code to boost participation for these new programs.

Thank you all for your continued support, and I look forward to another productive month in the world of parks and recreation. As always, please feel free to contact me with any comments, questions, or concerns you might have.

Sincerely,



Ryan Knop
Superintendent of Parks and Recreation
City of Harvard

CITY OF HARVARD POLICE DEPARTMENT

MONTHLY ACTIVITY REPORT

December, 2023



Submitted by:
Chief Tyson Bauman



**CITY OF HARVARD POLICE DEPARTMENT
Monthly Report
Summary of Activity**

Calls Reported / Generated

The total number of calls reported and generated for the month of December was; 1,112.

As of December, 2023 the total number of calls reported and generated is; 10,939.

Accidents

Officers responded to the following traffic crashes during the month:

- 15 - Property Damage
- 1 - Injury Accidents
- 0 - Fatal Accidents
- 3 - Property Damage Hit and Runs
- 0 - Injury Hit and Runs

Assaults/Batteries/Domestic Batteries

There were 0 Aggravated Assault arrests, 0 Assault arrests, 2 Aggravated Battery arrests, and 0 Battery arrests.

There were 12 reported Domestic Disputes this month and 4 Domestic Battery's resulting in 4 Adult arrests.

Burglaries/Thefts

Officers responded to the following Burglary/Theft/Robbery calls:

- 0 - Robbery
- 1 - Thefts

- 1 - Retail Theft
- 1 - Burglary
- 0 - Burglary to Motor Vehicles
- 0 - Stolen Automobile

Resulting in 3 charge(s).

Drug Arrests

Officers made the following drug arrests:

- 0 - Cannabis
- 0 - Controlled Substance
- 0 - Possession of Drug Paraphernalia
- 0 - Liquor Violation
- 0 - Tobacco Violation

Department Internal Complaints

- There are no internal complaints under investigation.

Liquor Ordinance

- There were no Liquor Ordinance Violations.

M.I.A.T and MCCAT Callouts, I.L.E.A.S., County S.W.A.T. and Gang Task Force Details

ILEAS, and the McHenry County Gang Task Force, were not activated for the month of December.

MIAT was activated on December 5, 2023 for an incident at the McHenry County Jail. Deputy Chief Sacco responded Detective See did not respond.

McHenry County Swat Team was activated on December 6, 2023 for an incident in McHenry. Sergeant Tobias responded.

McHenry County Swat Team was activated on December 8, 2023 for an incident in McHenry. Sergeant Tobias did not respond.

MCCAT was activated on December 9, 2023 for an accident in the City of McHenry. Officer Oczus responded.

911s, Alarms, Assists and Checks

Officers responded to the following:

3	-	911 Hang-Ups
7	-	Alarms (Non-Specific, Burglary/Robbery and Fire)
51	-	Fire Department / Rescue Squad Assists
12	-	Law Enforcement Agency Assists
20	-	Well-Being Checks
250	-	Business/Bar Checks
241	-	Other Checks (House, Schools, Parks, Subdivision)
8	-	Motorist Assists
259	-	Citizen Assist (Service Calls)
0	-	A Way Out Transports

Traffic Arrests

Officers Traffic Stops for the month of December was 163, resulting in the following arrests; Driving Under the Influence – 1 Arrest; Zero Tolerance – 0 Arrests; Driving While License Suspended or Revoked – 4 Arrests; Reckless Driving – 0 Arrests; Fleeing and Eluding a Peace Officer – 0 Arrests; No Valid Driver's License – 7 Arrests; Other Traffic Offense – 1 Arrest.

Tows

Tows - 16; Administrative Tows – 7.

Other Public Complaints

Officers handled 6 Animal Complaints, 7 Harassment Complaints, 0 Missing Persons, 4 Found Property Reports, 5 Fraud Complaints, 0 Solicitor Complaints, 0 Violations of Bail Bond Complaints, 0 Violations of an Order of Protection Complaints, 0 Violations of a No Contact Order Complaints, and 1 Warrant Arrest.

McHenry County Police Social Worker Program (PSW)

There were 11 referrals/callouts in the month of December. Below is a breakdown by month since the program was implemented July 27, 2022.

37	-	<i>2022 total referrals/callouts</i>
9	-	January
10	-	February
8	-	March
18	-	April
19	-	May
28	-	June
16	-	July
24	-	August
21	-	September
8	-	October
13	-	November
11	-	December
185	-	2023 Year to date

CITY OF HARVARD POLICE DEPARTMENT

MONTHLY ACTIVITY REPORT

November, 2023



Submitted by:
Chief Tyson Bauman



CITY OF HARVARD POLICE DEPARTMENT
Monthly Report
Summary of Activity

Calls Reported / Generated

The total number of calls reported and generated for the month of November was; 957.

As of November, 2023 the total number of calls reported and generated is; 9,891.

Accidents

Officers responded to the following traffic crashes during the month:

14	-	Property Damage
2	-	Injury Accidents
0	-	Fatal Accidents
3	-	Property Damage Hit and Runs
0	-	Injury Hit and Runs

Assaults/Batteries/Domestic Batteries

There were 0 Aggravated Assault arrests, 1 Assault arrest, 1 Aggravated Battery arrests, and 0 Battery arrests.

There were 11 reported Domestic Disputes this month and 2 Domestic Battery's resulting in 2 Adult arrests.

Burglaries/Thefts

Officers responded to the following Burglary/Theft/Robbery calls:

0	-	Robbery
---	---	---------

- 1 - Thefts
- 6 - Retail Theft
- 0 - Burglary
- 0 - Burglary to Motor Vehicles
- 0 - Stolen Automobile

Resulting in 4 charge(s).

Drug Arrests

Officers made the following drug arrests:

- 0 - Cannabis
- 1 - Controlled Substance
- 0 - Possession of Drug Paraphernalia
- 0 - Liquor Violation
- 0 - Tobacco Violation

Department Internal Complaints

- There are no internal complaints under investigation.

Liquor Ordinance

- There were no Liquor Ordinance Violations.

M.I.A.T and MCCAT Callouts, I.L.E.A.S., County S.W.A.T. and Gang Task Force Details

ILEAS, MCCAT, and McHenry County Gang Task Force, were not activated for the month of November.

McHenry County Swat Team was activated on November 1, 2023 for an incident in Marengo. Sergeant Tobias did not respond.

McHenry County Swat Team was activated on November 9, 2023 for an incident in Huntley. Sergeant Tobias did not respond.

MIAT was activated on November 21, 2023 for an incident at the McHenry County Jail. Deputy Chief Sacco responded Detective See did not respond.

911s, Alarms, Assists and Checks

Officers responded to the following:

4	-	911 Hang-Ups
10	-	Alarms (Non-Specific, Burglary/Robbery and Fire)
52	-	Fire Department / Rescue Squad Assists
17	-	Law Enforcement Agency Assists
16	-	Well-Being Checks
190	-	Business/Bar Checks
166	-	Other Checks (House, Schools, Parks, Subdivision)
11	-	Motorist Assists
240	-	Citizen Assist (Service Calls)
0	-	A Way Out Transports

Traffic Arrests

Officers Traffic Stops for the month of November was 147, resulting in the following arrests; Driving Under the Influence – 1 Arrest; Zero Tolerance – 0 Arrests; Driving While License Suspended or Revoked – 5 Arrests; Reckless Driving – 0 Arrests; Fleeing and Eluding a Peace Officer – 1 Arrests; No Valid Driver's License – 6 Arrests; Other Traffic Offense – 1 Arrest.

Tows

Tows - 18; Administrative Tows – 7.

Other Public Complaints

Officers handled 5 Animal Complaints, 3 Harassment Complaints, 3 Missing Persons, 4 Found Property Reports, 3 Fraud Complaints, 0 Solicitor Complaints, 1 Violation of Bail Bond Complaints, 0 Violations of an Order of Protection Complaints, 0 Violations of a No Contact Order Complaints, and 2 Warrant Arrest.

McHenry County Police Social Worker Program (PSW)

There were 13 referrals/callouts in the month of November. Below is a breakdown by month since the program was implemented July 27, 2022.

37 - 2022 total referrals/callouts

9	-	January
10	-	February
8	-	March
18	-	April
19	-	May
28	-	June
16	-	July
24	-	August
21	-	September
8	-	October
13	-	November
0	-	December
174	-	2023 Year to date

DEPARTMENT OF PUBLIC WORKS

900 W. BRINK STREET
HARVARD, IL 60033



To: Mayor and City Council

From: Rob Lamz, Superintendent of Public Works

Date: January 18, 2024

Re: December/January Public Works Report

Winter has sure shown up in a hurry, making us pay for the mild December we received. December was wrought with us wrapping up late construction season projects, installing snow fence, pothole patching, and various odd jobs waiting for the January shoe to drop. Winter is here and it looks to stay awhile.

Ayer Street Streetscape is about wrapped up from Schoeder's end with the exception of pavement striping, a b-box repair, and figuring out the best remedy for the raveling of the pavement in a couple locations. Lighting is complete along with preliminary landscaping and sod. Public Works staff was able to successfully relocate the majority of the plants that were located around Harmilda ahead of the weather. Spring will tell if they will take. In the spring Public Works and Park Maintenance will complete installation of the benches, refuse cans, and planters.

Staff used the break in the weather in December to hit the roads hard, shoveling out and putting down 40,000 pounds of road material. The patch cart has made this uphill-task easier, as well as more effective, with the preheated material able to take on the shape of the pothole and solidify in place, rather than cold application. Once this current snowfall and ice pack melts, staff will be back out with the machine.

Speaking of snow, Harvard got the most snow it has seen in some time, with 13.5" of snow starting Friday the 12th of January. Fortunately, we started with full-staffing and were able to keep up with the accumulation for the most part, taking a break at 9 PM Friday night before coming back in Saturday morning at 4 AM to complete clean-up of the downtown area with assistance from a pushing contractor. The sudden drop in temperatures didn't help the final clean up efforts, with many streets in the City under thick snow pack. Since this storm, staff has been hauling snow from City lots and Cul-de-sacs to make room as there was nowhere left for the snow to go.

Communication with IDOT about installing additional crossings on E. Diggins (173) was successful with their 62T63 S.M.A.R.T. overlay. They will be adding signage and pavement markings to add crossings to Jefferson and Garfield. Staff also inquired about a sinking sanitary structure that needs repair in the project route, which to repair in-house would require going before the detour committee for approval as well as reroute a lot of the traffic from that area all the way down through Woodstock. It was decided that also as part of the overlay that IDOT would include a pay item for the contractor to repair this structure.

Staff responded to two main breaks during this period, with one near the 1400 block of Garfield Road and one in front of Longhair Computers. The Garfield Road repair was completed without issue with quick excavation, no obstructions, and favorable weather. The one in front of Longhair Computers however, was deep into the sub-zero temperatures and resulted in equipment breakage that added time to the repair. Staff were able to excavate with only a few obstacles, including an unmarked AT&T phone line. This second main break and the resulting shutdown for repair left businesses south of Airport/McGuire to just south of Longhair without water, affecting J's Lanes, Kelley's Restaurant, Culver's, Cardinal Liquors, etc.

DEPARTMENT OF PUBLIC WORKS

900 W. BRINK STREET
HARVARD, IL 60033



In GIS news the City is now part of the Illinois' Tollway's RTK correction network. What does this mean? Our data collection device from Bad Elf that is used to pinpoint storm and sanitary structures, water valves, and other points of interest is only so accurate without paying for "Extreme Accuracy" where it uses a correction network to help triangulate the signal. This means that at times the device could be feet, or even yards off, depending on tree cover, hills, or other obstructions. This correction is available to purchase by the day for \$400 for 20 tokens (days), but with joining the existing Tollway contract the City now has the ability to use their established contract with the RTK correction network to get us sub-inch accuracy at no cost. Having this level of accuracy is important when locating b-boxes, and especially important for elevation when collecting data on the storm and gravity sanitary sewers.

As always, feel free to reach out to me if you have any questions or concerns,

A handwritten signature in blue ink, appearing to read "R. Lamz".

Robert J. Lamz
Public Works Superintendent

Year	wwtp monthly/flow million gallons	wwtp daily/flow million gallons	wwtp rain inches	wwtp Snow inches	Methane gas/produced cu/ft	Well 6 pumped million gallons	Well 9 pumped million gallons	Well 10 pumped million gallons	Wells month/pumped million gallons	Daily ave MG/day
JAN	33,104,000	1,067,871	1.81	12.0	120,659	4,775,000	6,600,000	9,864,000	21,239,000	923,000
FEB	39,550,000	1,412,500	3.43	5.0	130,835	3,958,000	7,097,000	9,962,000	21,017,000	750,607
MAR	54,118,000	1,745,742	2.99	12.0	162,411	2,117,000	8,707,000	9,267,000	20,091,000	648,097
APR	56,995,000	1,899,833	3.16	1.0	167,294	2,193,000	10,777,000	9,071,000	22,041,000	711,000
MAY	30,296,000	977,290	2.03	0	266,311	4,354,000	8,036,000	10,850,000	23,231,000	749,387
JUN	23,791,000	793,033	1.98	0	201,141	8,390,000	Out of Service	13,956,000	22,346,000	720,839
JUL	21,411,000	690,677	4.29	0	170,520	10,232,000	Out of service	14,020,000	24,252,000	782,323
AUG	23,496,000	757,935	3.02	0	223,897	9,719,000	Out of Service	14,547,000	24,266,000	782,774
SEP	22,335,000	744,517	5.11	0	265,269	9,389,000	Out of Service	13,123,000	22,512,000	750,400
OCT	24,013,000	774,613	3.80	T	265,006	10,254,000	1,562,000	9,226,000	21,042,000	678,774
NOV	26,267,000	875,567	1.15	1	243,137	5,390,000	6,353,000	7,091,000	18,810,000	607,742
DEC	24,015,001	774,677	2.89	2.0	308,614	5,103,000	7,496,000	5,350,000	17,949,000	579,000
*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****
Total	379,391,001		35.66	33.00	2,525,094	75,874,000	56,628,000	126,327,000	258,796,000	
average	31,615,917	1,042,855				6,322,833	7,078,500	10,527,250	21,566,333	723,662

Resolution
Closed Session Minutes

WHEREAS, pursuant to Illinois Law, closed session minutes are to be perused every six months to determine if minutes can be brought into the open records of the City to be filed as such; and

WHEREAS, the City Council of Harvard has reviewed the minutes in question and the City Council has determined that the following Closed Session Minutes be recorded permanently in the open session minutes book of the City Clerk:

City Council Meeting Minutes of December 12, 2023

NOW THEREFORE BE IT RESOLVED: That the described closed session minutes be retained permanently in the open record of the minutes book of the City of Harvard.

PASSED AND APPROVED THIS 23rd day of January, 2024

APPROVAL: _____
MAYOR MICHAEL P. KELLY

(SEAL)

ATTEST: _____
LORI MOLLER, CITY CLERK

		CITY OF HARVARD		
		TREASURER'S REPORT		
		JANUARY, 2024		
GL NUMBER	INVOICE LINE DESCRIPTION	VENDOR	INVOICE DESCRIPTION	AMOUNT
Fund 01 GENERAL				
Dept 01 ADMINISTRATION				
01-01-54510	HEALTH INSURANCE	DEARBORN LIFE INSURANCE CO	VISION INSURANCE 1/1/24-1/31/24	496.07
01-01-54510	HEALTH INSURANCE	DEARBORN LIFE INSURANCE CO	VISION INSURANCE FEBRUARY	496.07
01-01-54760	MAYOR MONTHLY EXPENSE	MICHAEL P. KELLY	JANUARY MONTHLY EXPENSE	150.00
01-01-55010	ATTORNEY FEES	ZUKOWSKI, ROGERS, FLOOD	ADMIN ATTORNEY FEES	3,586.00
01-01-55020	PROFESSIONAL FEES	TROTTER AND ASSOCIATES INC	2023 GIS MAINTENANCE AND UPDATES	4,686.25
01-01-55020	PROFESSIONAL FEES	CHAPMAN AND CUTLER LLP	PROFESSIONAL SERVICES	500.00
01-01-55140	BLD/GRNDS/GEN MAINT	CARD SERVICE CENTER	SUPPLIES/PHONES/DUES/PROGRAMS/MISC	340.24
01-01-55140	BLD/GRNDS/GEN MAINT	A ROSE CLEANING LLC	CH/PD CLEANING SERVICE	910.73
01-01-55140	BLD/GRNDS/GEN MAINT	ADVANCE PROFESSIONAL	AUG-SEPT VEHICLE	134.61
01-01-55140	BLD/GRNDS/GEN MAINT	CITY OF HARVARD WATER DEPT	201 W. DIGGINS ST	77.72
01-01-55140	BLD/GRNDS/GEN MAINT	CITY OF HARVARD WATER DEPT	203 W. DIGGINS	77.72
01-01-55140	BLD/GRNDS/GEN MAINT	HARTWIG PLUMBING & HEATING	4TH QUARTER MAINTENANCE	1,284.17
01-01-55140	BLD/GRNDS/GEN MAINT	KEYSTONE RIDGE DESIGNS	AYER STREETScape-MIDTOWN SLEEVES	410.00
01-01-55190	SERVICE AGREEMENTS	PITNEY BOWES INC	EQUIPMENT SERVICE AGREEMENT	532.34
01-01-55190	SERVICE AGREEMENTS	CSI TECHNICAL SERVICES INC.	MANAGED IT	1,363.50
01-01-55220	PRINTING/COPIES	NORTHWEST PRINTING	BUSINESS CARDS	125.00
01-01-55320	EQUIP MAINT	CSI TECHNICAL SERVICES INC.	LOU-ACCESS TO KATIE SUMANO'S EMAIL	125.00
01-01-55320	EQUIP MAINT	CSI TECHNICAL SERVICES INC.	EQUIPMENT MAINT.	1,375.50
01-01-55320	EQUIP MAINT	CSI TECHNICAL SERVICES INC.	EQUIP/VEHICLE MAINTENANCE	2,600.00
01-01-56060	OFFICE SUP/OPERATING EXP	QUILL	ADMIN SUPPLIES	9.56
01-01-56060	OFFICE SUP/OPERATING EXP	QUILL	CH SUPPLIES	141.94
01-01-56060	OFFICE SUP/OPERATING EXP	CARD SERVICE CENTER	SUPPLIES/PHONES/DUES/PROGRAMS/MISC	60.00
01-01-56060	OFFICE SUP/OPERATING EXP	QUILL	CH SUPPLIES	29.99
01-01-56060	OFFICE SUP/OPERATING EXP	QUILL	CH SUPPLIES	290.95
01-01-56060	OFFICE SUP/OPERATING EXP	QUILL	CH SUPPLIES	5.50
01-01-56060	OFFICE SUP/OPERATING EXP	QUILL	CH/PD SUPPLIES	38.57
01-01-56080	POSTAGE	FED EX	SHIPPING CHARGES	13.04
01-01-56080	POSTAGE	POSTMASTER	POSTAGE REFILL - ADMIN	350.00
01-01-56090	DUES/SUBSCRIPTIONS	CARD SERVICE CENTER	SUPPLIES/PHONES/DUES/PROGRAMS/MISC	244.00
01-01-56090	DUES/SUBSCRIPTIONS	MCHENRY CO COUNCIL GOV	DECEMBER MEMBERSHIP MEETINGS	100.00

GL NUMBER	INVOICE LINE DESCRIPTION	VENDOR	INVOICE DESCRIPTION	AMOUNT
01-01-56090	DUES/SUBSCRIPTIONS	ESRI, INC	ARC GIS RENEWAL	770.00
01-01-56090	DUES/SUBSCRIPTIONS	MOOD MEDIA	RECURRING SERVICES 1-1-24 TO 12-31-24	319.57
01-01-56140	TELEPHONE/CELL PHONES	TMOBILE	MONTHLY PHONE USE	363.43
01-01-56140	TELEPHONE/CELL PHONES	TMOBILE	CELL PHONE USE	363.43
01-01-56140	TELEPHONE/CELL PHONES	CHARTER COMMUNICATIONS	201 W DIGGINS ST	227.62
01-01-56200	NOTE PAYMENTS/PRINCIPAL	AMALGAMATED BANK OF CHICAGO	BOND SERIES 2022A	305,000.00
01-01-57020	MISCELLANEOUS	JACKIE MALINOWSKI	DRAFT LOGO	300.00
01-01-57020	MISCELLANEOUS	CARD SERVICE CENTER	SUPPLIES/PHONES/DUES/PROGRAMS/MISC	6.99
01-01-57020	MISCELLANEOUS	ILLINOIS TOLLWAY	UNPAID TOLLS (M208288 (IL)	27.30
01-01-57030	INTEREST EXPENSE	AMALGAMATED BANK OF CHICAGO	BOND SERIES 2022A	96,992.50
01-01-57071	SPECIAL PROGRAMS	NEXT LEVEL	STRATEGIC PLANNING 2023-PAYMENT 2	4,925.00
01-01-58060	CAPITAL IMPROVEMENT	STANDARD EQUIPMENT COMPANY	JETSCAN- FOR INHOUSE TELEVISION	14,525.00
			Total For Dept 01 ADMINISTRATION	444,375.31
Dept 02 STREETS				
01-02-54790	UNIFORMS	CINTAS LOC 19#M	PW UNIFORMS	542.42
01-02-54790	UNIFORMS	CINTAS LOC 19#M	INVOICE #4180224512	37.81
01-02-55130	VEHICLE/EQUIP MAINT	WINTER EQUIPMENT COMPANY	PLOW EQUIPMENT	3,228.59
01-02-55130	VEHICLE/EQUIP MAINT	ADVANCE PROFESSIONAL	AUG-SEPT VEHICLE	69.24
01-02-55130	VEHICLE/EQUIP MAINT	AHW LLC	BULK HYDRAULIC HOSE/HOSE FITTING	362.56
01-02-55130	VEHICLE/EQUIP MAINT	HYDRAULIC SERVICES & REPAIRS I	VEHICLE	1,611.62
01-02-55130	VEHICLE/EQUIP MAINT	MONROE TRUCK EQUIPMENT	AIR TAIL REPLACEMENT	506.13
01-02-55130	VEHICLE/EQUIP MAINT	OREILLY AUTOMOTIVE, INC	VEHICLE PARTS - NOVEMBER	67.45
01-02-55130	VEHICLE/EQUIP MAINT	TRACTOR SUPPLY CREDIT PLAN	INVOICE #100669984/200146061	51.95
01-02-56010	TOOLS	CARD SERVICE CENTER	SUPPLIES/PHONES/DUES/PROGRAMS/MISC	47.98
01-02-56140	TELEPHONE/CELL PHONES	CHARTER COMMUNICATIONS	900 W BRINK ST	129.99
01-02-56140	TELEPHONE/CELL PHONES	TMOBILE	MONTHLY PHONE USE	39.72
01-02-56140	TELEPHONE/CELL PHONES	CHARTER COMMUNICATIONS	900 W BRINK ST	129.99
01-02-56140	TELEPHONE/CELL PHONES	TMOBILE	CELL PHONE USE	39.72
01-02-56150	ELECTRICITY/UTILITIES	AEP ENERGY	609 AUTUMN GLEN DR. LITE RT/23	7,664.24
01-02-56150	ELECTRICITY/UTILITIES	AEP ENERGY	609 AUTUMN GLEN DR	22,905.96
01-02-56150	ELECTRICITY/UTILITIES	COMMONWEALTH EDISON	205 N EASTMAN ST	14.99
01-02-56150	ELECTRICITY/UTILITIES	COMMONWEALTH EDISON	201 W FRONT	3.36
01-02-56150	ELECTRICITY/UTILITIES	CITY OF HARVARD WATER DEPT	900 W. BRINK	126.65
01-02-56150	ELECTRICITY/UTILITIES	COMMONWEALTH EDISON	205 N EASTMAN ST	63.77
01-02-56170	GAS/OIL/GREASE	HICKS GAS SUPER FUEL	NOVEMBER PROPANE	27.74
01-02-57020	MISCELLANEOUS	CARD SERVICE CENTER	INKJET PRINTER	429.99

GL NUMBER	INVOICE LINE DESCRIPTION	VENDOR	INVOICE DESCRIPTION	AMOUNT
01-02-57020	MISCELLANEOUS	MENARDS	PSI CONCRETE	78.40
01-02-57020	MISCELLANEOUS	ACE HARDWARE OF HARVARD	SUPPLIES	230.51
01-02-58000	NEW EQUIP/INFRASTR	LINDCO EQUIPMENT SALES	PW-NEW EQUIPMENT	109,106.00
			Total For Dept 02 STREETS	147,516.78
Dept 03 POLICE				
01-03-54790	UNIFORMS	THE TROPHY STORE	APPAREL-L.FIEGEL	83.96
01-03-54790	UNIFORMS	CESAR SALAS	UNIFORM REIMBURSEMENT	127.96
01-03-54790	UNIFORMS	ERIC SEE	UNIFORM REIMBURSEMENT	148.81
01-03-55010	ATTORNEY FEES	ZUKOWSKI, ROGERS, FLOOD	PD ATTORNEY FEES	4,408.53
01-03-55130	VEHICLE/EQUIP MAINT	MILLER AUTO & TRANSMISSION	ALIGNMENT-2021 DODGE CHARGER	125.00
01-03-55130	VEHICLE/EQUIP MAINT	ADVANCE PROFESSIONAL	AUG-SEPT VEHICLE	287.46
01-03-55130	VEHICLE/EQUIP MAINT	OREILLY AUTOMOTIVE, INC	VEHICLE PARTS - NOVEMBER	135.21
01-03-55130	VEHICLE/EQUIP MAINT	POMPS TIRE SERVICE INC.	TIRES #121	549.76
01-03-55320	EQUIP MAINT	LEAF	PD COPIER	340.78
01-03-55320	EQUIP MAINT	CSI TECHNICAL SERVICES INC.	EQUIP/VEHICLE MAINTENANCE	62.50
01-03-55320	EQUIP MAINT	LEAF	PD COPIER	410.60
01-03-56060	OFFICE SUP/OPERATING EXP	QUILL	PD SUPPLIES	165.61
01-03-56060	OFFICE SUP/OPERATING EXP	QUILL	PD SUPPLIES	80.99
01-03-56060	OFFICE SUP/OPERATING EXP	QUILL	PD SUPPLIES	48.99
01-03-56060	OFFICE SUP/OPERATING EXP	QUILL	CH/PD SUPPLIES	159.98
01-03-56070	INVESTIGATIONS/NUISANCES	CARD SERVICE CENTER	PD SAFE	80.24
01-03-56070	INVESTIGATIONS/NUISANCES	CARMEN SACCO	REIMBURSEMENT-C. SACCO	59.92
01-03-56140	TELEPHONE/CELL PHONES	CARD SERVICE CENTER	INKJET PRINTER	172.99
01-03-56140	TELEPHONE/CELL PHONES	TMOBILE	MONTHLY PHONE USE	76.32
01-03-56140	TELEPHONE/CELL PHONES	CARD SERVICE CENTER	SUPPLIES/PHONES/DUES/PROGRAMS/MISC	186.51
01-03-56140	TELEPHONE/CELL PHONES	TMOBILE	CELL PHONE USE	76.32
01-03-56140	TELEPHONE/CELL PHONES	CHARTER COMMUNICATIONS	201 W DIGGINS ST	371.38
01-03-57020	MISCELLANEOUS	JUSTINO CONTRERAS-ESQUIVEL	ADMIN TOW REFUND	500.00
			Total For Dept 03 POLICE	8,659.82
Dept 04 BUILDING				
01-04-55130	VEHICLE/EQUIP MAINT	OREILLY AUTOMOTIVE, INC	SUPPLIES	31.50
01-04-55130	VEHICLE/EQUIP MAINT	CSI TECHNICAL SERVICES INC.	EQUIP/VEHICLE MAINTENANCE	62.50
01-04-55130	VEHICLE/EQUIP MAINT	HARVARD FORD	AE9Z 19B735 A: COVER	12.97
01-04-55130	VEHICLE/EQUIP MAINT	OREILLY AUTOMOTIVE, INC	VEHICLE PARTS - NOVEMBER	148.52
			Total For Dept 04 BUILDING	255.49
			Total For Fund 01 GENERAL	600,807.40

GL NUMBER	INVOICE LINE DESCRIPTION	VENDOR	INVOICE DESCRIPTION	AMOUNT
Fund 03 LIBRARY FUND				
03-00-55140	BLD/GRNDS/GEN MAINT	CINTAS LOC 19#M	LIBRARY CLEANING SUPPLIES	186.67
03-00-55140	BLD/GRNDS/GEN MAINT	GOMEZ CLEANING	LIBRARY CLEANING	450.00
03-00-55140	BLD/GRNDS/GEN MAINT	J. SANCHEZ LANDSCAPING	LIBRARY SNOWPLOWING JAN	1,250.00
03-00-55140	BLD/GRNDS/GEN MAINT	ODI'S WOODSHOP INC	REPLACE BULBS, BOOK CASE, BALLASTS - LIB	319.13
03-00-55140	BLD/GRNDS/GEN MAINT	PREMISTAR-NORTH	LIBRARY QUARTERLY MAINTENANCE	1,583.00
03-00-55140	BLD/GRNDS/GEN MAINT	CINTAS LOC 19#M	LIBRARY CLEANING SUPPLIES	186.67
03-00-55140	BLD/GRNDS/GEN MAINT	GOMEZ CLEANING	LIBRARY CLEANING SERVICE	450.00
03-00-55140	BLD/GRNDS/GEN MAINT	JOHNSON CONTROLS SECURITY SOL	LIBRARY ALARM SERIVE AND REPAIR	140.60
03-00-55140	BLD/GRNDS/GEN MAINT	NIR ROOF CARE	LIBRARY 2024 QUARTERLY ROOF INSPECTIONS	2,704.00
03-00-55140	BLD/GRNDS/GEN MAINT	SCHOPEN PEST SOLUTIONS	LIBRARY QUARTERLY PEST INSPECTION	104.00
03-00-56140	TELEPHONE/CELL PHONES	AT&T	LIBRARY FIBER	443.67
03-00-56140	TELEPHONE/CELL PHONES	ILL DEPT OF INOV & TECH	LIBRARY FIBER LINE	428.00
03-00-56140	TELEPHONE/CELL PHONES	PEERLESS NETWORK	LIBRARY TELEPHONE	744.23
03-00-56140	TELEPHONE/CELL PHONES	AT&T	LIBRARY MONTHL FIBER CIRCUIT BILL	443.65
03-00-56140	TELEPHONE/CELL PHONES	ILL DEPT OF INOV & TECH	LIBRARY FIBER LINE	428.00
03-00-56140	TELEPHONE/CELL PHONES	PEERLESS NETWORK	LIBRARY TELEPHONE SERVICE	745.08
03-00-56150	ELECTRICITY/UTILITIES	CITY OF HARVARD WATER DEPT	900 E. MCKINLEY	107.08
03-00-56150	ELECTRICITY/UTILITIES	CITY OF HARVARD WATER DEPT	900 E MCKINLEY	126.65
03-00-56190	TECHNOLOGY	42 TECH SOLUTIONS, INC	LIBRARY MONTHLY IT SERVICES	600.00
03-00-56190	TECHNOLOGY	WEBLINX INCOPORATED	LIB WEBSITE DESIGN CHANGES	67.50
03-00-56190	TECHNOLOGY	ZOOBEAN INC	LIBRARY SUBSCRIPTION	795.00
03-00-56190	TECHNOLOGY	42 TECH SOLUTIONS, INC	LIBRARY MONTHL TECH SUPPORT	600.00
03-00-59000	PRINCIPAL PAYMENTS	SAUK VALLEY BANK	1ST PAYMENT ON CONSTRUCTION LOAN	22,268.32
03-00-59010	INTEREST PAYMENTS	SAUK VALLEY BANK	1ST PAYMENT ON CONSTRUCTION LOAN	3,561.17
			Total For Fund 03 LIBRARY FUND	38,732.42
Fund 04 PARK FUND				
04-00-44860	PARK PROGRAMS	CARD SERVICE CENTER	SUPPLIES/PHONES/DUES/PROGRAMS/MISC	106.45
04-00-55120	MAINTENANCE	OREILLY AUTOMOTIVE, INC	SUPPLIES	218.12
04-00-55120	MAINTENANCE	AHW LLC	ALTERNATOR/PARTS	463.00
04-00-55120	MAINTENANCE	ACE HARDWARE OF HARVARD	PARK SUPPLIES	22.98
04-00-55120	MAINTENANCE	ADVANCE PROFESSIONAL	AUG-SEPT VEHICLE	26.94
04-00-55120	MAINTENANCE	AHW LLC	5510 REPAIR	3,498.32
04-00-55140	BLD/GRNDS/GEN MAINT	ACE HARDWARE OF HARVARD	PARK SUPPLIES	27.98
04-00-55140	BLD/GRNDS/GEN MAINT	ACE HARDWARE OF HARVARD	PARK SUPPLIES	6.59

GL NUMBER	INVOICE LINE DESCRIPTION	VENDOR	INVOICE DESCRIPTION	AMOUNT
04-00-56150	ELECTRICITY/UTILITIES	COMMONWEALTH EDISON	900 E BROWN ST	55.60
04-00-56150	ELECTRICITY/UTILITIES	COMMONWEALTH EDISON	900 E BROWN ST	67.18
04-00-57070	PARK PROGRAMS	RICHMOND YOUTH BASKETBALL	BASKETBALL GAMES-	700.00
04-00-57070	PARK PROGRAMS	THE TROPHY STORE	BASKETBALL JERSEYS	1,500.00
04-00-57070	PARK PROGRAMS	THE TROPHY STORE	COACH SHIRTS - BASKETBALL	150.00
04-00-57070	PARK PROGRAMS	CAKES BY BELLA INC	CONCHAS FOR CONCHAS AND COCOA	127.50
04-00-57070	PARK PROGRAMS	HARVARD DISTRICT #50	CUSD BASKETBALL GYM RENTAL	345.00
04-00-57070	PARK PROGRAMS	REVOLUTION WELLNESS	FITNESS CLASS	80.00
04-00-57070	PARK PROGRAMS	HARVARD DISTRICT #50	CUSD BASKETBALL GYM RENTAL	315.00
04-00-57070	PARK PROGRAMS	JOHNSBURG YOUTH BASKETBALL	REFS JANUARY/FEBRUARY	800.00
04-00-57070	PARK PROGRAMS	REVOLUTION WELLNESS	LIMBER LIFEE FITNESS CLASS	80.00
04-00-57070	PARK PROGRAMS	WALMART COMMUNITY/GEMB	SUPPLIES FOR PARK PROGRAMS	113.21
04-00-57070	PARK PROGRAMS	WOODSTOCK HOOPS YOUTH BASKETBALL	JANUARY REF	100.00
04-00-57070	PARK PROGRAMS	WOODSTOCK NORTH JR THUNDER	JANUARY/FEBRUARY REFS	100.00
			Total for DEPT 04 PARKS	8,903.87
Dept 07 POOL				
04-07-56140	TELEPHONE/CELL PHONES	TMOBILE	MONTHLY PHONE USE	25.44
04-07-56140	TELEPHONE/CELL PHONES	TMOBILE	CELL PHONE USE	25.44
04-07-56160	FUEL FOR BUILDING/PROPANE	NICOR GAS	607 GALVIN PKWY	163.86
			Total For Dept 07 POOL	214.74
			Total For Fund 04 PARK FUND	9,118.61
Fund 14 MOTOR FUEL TAX				
14-00-55120	MAINTENANCE	CURRAN CONTRACTING COMPANY	MATERIAL 10.370 TN	1,607.35
14-00-55120	MAINTENANCE	CURRAN CONTRACTING COMPANY	MATERIAL 9.980 TN	1,546.90
			Total For Fund 14 MOTOR FUEL TAX	3,154.25
Fund 16 POLICE WELFARE				
Dept 00 GENERAL				
16-00-57070	SR CTR INTERNET	ATT U-VERSE	SENIOR CENTER INTERNET	131.21
			Total For Fund 16 POLICE WELFARE	131.21

GL NUMBER	INVOICE LINE DESCRIPTION	VENDOR	INVOICE DESCRIPTION	AMOUNT
Fund 18 INSURANCE FUND				
18-00-55070	INSURANCE PMTS	COMPLETE EQUITY MARKETS INC.	RENEWAL OF COMPENSATION INSURANCE	6,693.89
18-00-55070	INSURANCE PMTS	THE CINCINNATI INSURANCE COMPANY	LOU-BOND	150.00
18-00-55070	INSURANCE PMTS	THE HANOVER INSURANCE COMPANY	FIDELITY AND CRIME POLICY	25.00
18-00-55070	INSURANCE PMTS	GPE	POLICY PREMIUM-PRORATED 12/23 TO 4/24	61,830.00
18-00-55070	INSURANCE PMTS	ILLINOIS PUBLIC RISK FUND	FEBRUARY WORKERS COMPENSATION	13,637.00
			Total For Fund 18 INSURANCE FUND	82,335.89
Fund 70 WATER SEWER				
Dept 10 WASTEWATER				
70-10-54750	TRAINING & SEMINARS	JAMES GRANT	ACTIVATED SLUDGE & NUTRIENT REMOVAL CLAS	450.00
70-10-54750	TRAINING & SEMINARS	CHARLES KELLER	ACTIVATED SLUDGE & NUTRIENT REMOVAL CLAS	450.00
70-10-54790	UNIFORMS	CINTAS LOC 19#M	SW/UT UNIFORMS	456.37
70-10-54790	UNIFORMS	CINTAS LOC 19#M	INVOICE #4180224440, 4180224512	38.38
70-10-54790	UNIFORMS	ANTHONY DEROSE	BOOT REIMBURSEMENT	106.18
70-10-54790	UNIFORMS	WALMART COMMUNITY/GEMB	SUPPLIES	49.96
70-10-55020	PROFESSIONAL FEES	PACE ANALYTICAL SERVICES LLC	GUARD DOG PROGRAM MANAGEMENT FEE	375.00
70-10-55020	PROFESSIONAL FEES	ADVANCED AUTOMATION & CONTROLS	MOVE SONIC WALL	1,610.00
70-10-55020	PROFESSIONAL FEES	PACE ANALYTICAL SERVICES LLC	DECEMBER 2023 INVOICE	1,440.60
70-10-55030	ENGINEERING FEES	TROTTER AND ASSOCIATES INC	WWTP ENGINEERING	1,986.50
70-10-55030	ENGINEERING FEES	TROTTER AND ASSOCIATES INC	WWTP ENGINEERING-WTP IMP PH 1A	3,184.50
70-10-55030	ENGINEERING FEES	TROTTER AND ASSOCIATES INC	WWTP ENGINEERING	582.00
70-10-55030	ENGINEERING FEES	TROTTER AND ASSOCIATES INC	WWTP ENGINEERING	197.00
70-10-55030	ENGINEERING FEES	TROTTER AND ASSOCIATES INC	WWTP ENGINEERING	3,669.00
70-10-55130	VEHICLE/EQUIP MAINT	ULTRA STROBE COMMUNICATIONS INC	LIGHTS FOR NEW F280	506.90
70-10-55130	VEHICLE/EQUIP MAINT	ADVANCE PROFESSIONAL	SW VEHICLE PARKS AUG/SEPT	186.00
70-10-55130	VEHICLE/EQUIP MAINT	HARVARD FORD	BRAKE LINING	126.25
70-10-55140	BLD/GRNDS/GEN MAINT	RAYNOR DOOR AUTHORITY	REPAIR OPERATOR CHAIN AND REST LIMITS	300.00
70-10-55140	BLD/GRNDS/GEN MAINT	ACE HARDWARE OF HARVARD	SW SUPPLIES	6.60
70-10-55140	BLD/GRNDS/GEN MAINT	WALMART COMMUNITY/GEMB	SUPPLIES	70.34
70-10-55160	TOWER MAINTENANCE	WATER TOWER CLEAN AND COAT INC	NEW AVIATION LIGHTS INSTALLATION	5,500.00
70-10-55190	LIFT STATION MAINT	MISSISSIPPI VALLEY PUMP INC	INSTALL PUMP AT AUTUMN GLEN	9,562.50
70-10-55190	LIFT STATION MAINT	BLUE RIBBON ELECTRICAL INC.	TROUBLESHOOT LIFT STATION	438.30
70-10-55190	LIFT STATION MAINT	INDUSTRIAL ENGINE COMPANY	GENERATOR INSP.	506.25
70-10-55190	LIFT STATION MAINT	UNITED LABORATORIES	SMART WIPES/WWTP BACT W/ENZ	1,275.52
70-10-55320	EQUIP MAINT	ERECT-A-TUBE, INC.	11GA 48" X120 GALVANIZED SHEETS	1,050.00
70-10-55320	EQUIP MAINT	GASVODA & ASSOCIATES, INC.	REBUILD W/T-210S REGULATOR	375.25

GL NUMBER	INVOICE LINE DESCRIPTION	VENDOR	INVOICE DESCRIPTION	AMOUNT
70-10-55320	EQUIP MAINT	ERECT-A-TUBE, INC.	11GA 48X120 GAL.	1,050.00
70-10-56020	LAB SUPPLIES	CARD SERVICE CENTER	SW SUPPLIES	207.15
70-10-56020	LAB SUPPLIES	USA BLUE BOOK	WWTP SUPPLIES	1,845.17
70-10-56020	LAB SUPPLIES	USA BLUE BOOK	LAB SUPPLIES	1,605.20
70-10-56020	LAB SUPPLIES	WALMART COMMUNITY/GEMB	SUPPLIES	16.08
70-10-56060	OFFICE SUP/OPERATING EXP	QUILL	SW SUPPLIES	14.37
70-10-56060	OFFICE SUP/OPERATING EXP	CARD SERVICE CENTER	SW SUPPLIES	249.95
70-10-56140	TELEPHONE/CELL PHONES	CHARTER COMMUNICATIONS	807 W BRINK ST	227.97
70-10-56140	TELEPHONE/CELL PHONES	TMOBILE	SW/UT CELL PHONE USE	50.88
70-10-56140	TELEPHONE/CELL PHONES	TMOBILE	UT/SW CELL PHONE USE	50.88
70-10-56140	TELEPHONE/CELL PHONES	CHARTER COMMUNICATIONS	801 W BRINK ST	159.98
70-10-56150	ELECTRICITY/UTILITIES	COMMONWEALTH EDISON	709 1/2 DEWEY	39.43
70-10-56150	ELECTRICITY/UTILITIES	COMMONWEALTH EDISON	850 W DIGGINS ST	242.24
70-10-56150	ELECTRICITY/UTILITIES	COMMONWEALTH EDISON	827 GARFIELD	27.43
70-10-56150	ELECTRICITY/UTILITIES	COMMONWEALTH EDISON	900 E BROWN ST	40.95
70-10-56150	ELECTRICITY/UTILITIES	DYNEGY ENERGY SERVICES	501 GALVIN PKWY	23.06
70-10-56150	ELECTRICITY/UTILITIES	DYNEGY ENERGY SERVICES	309 1/2 S DIVISION	174.77
70-10-56150	ELECTRICITY/UTILITIES	DYNEGY ENERGY SERVICES	201 E FRONT	46.72
70-10-56150	ELECTRICITY/UTILITIES	DYNEGY ENERGY SERVICES	899 1/2 W DIGGINS	60.72
70-10-56150	ELECTRICITY/UTILITIES	DYNEGY ENERGY SERVICES	1306 NORTHFIELD	313.81
70-10-56150	ELECTRICITY/UTILITIES	DYNEGY ENERGY SERVICES	361352B1 TRANSFORMER	24.57
70-10-56150	ELECTRICITY/UTILITIES	DYNEGY ENERGY SERVICES	302 MARENGO RD	58.13
70-10-56150	ELECTRICITY/UTILITIES	DYNEGY ENERGY SERVICES	1201 S DIVISION ST	86.63
70-10-56150	ELECTRICITY/UTILITIES	DYNEGY ENERGY SERVICES	801 W BRINK	1.27
70-10-56150	ELECTRICITY/UTILITIES	COMMONWEALTH EDISON	850 W DIGGINS	138.93
70-10-56150	ELECTRICITY/UTILITIES	COMMONWEALTH EDISON	900 E BROWN ST	45.25
70-10-56150	ELECTRICITY/UTILITIES	DYNEGY ENERGY SERVICES	201 E FRONT	44.30
70-10-56150	ELECTRICITY/UTILITIES	DYNEGY ENERGY SERVICES	899 1/2 W DIGGINS	57.90
70-10-56150	ELECTRICITY/UTILITIES	DYNEGY ENERGY SERVICES	801 W BRINK	1.33
70-10-56150	ELECTRICITY/UTILITIES	DYNEGY ENERGY SERVICES	501 GALVIN PKWY	23.06
70-10-56150	ELECTRICITY/UTILITIES	DYNEGY ENERGY SERVICES	309 1/2 S DIVISION	102.33
70-10-56150	ELECTRICITY/UTILITIES	DYNEGY ENERGY SERVICES	1201 S DIVISION ST	75.51
70-10-56150	ELECTRICITY/UTILITIES	DYNEGY ENERGY SERVICES	302 MARENGO RD	52.74
70-10-56150	ELECTRICITY/UTILITIES	DYNEGY ENERGY SERVICES	361352B1 TRANSFORMER	29.04
70-10-56150	ELECTRICITY/UTILITIES	DYNEGY ENERGY SERVICES	1306 NORTHFIELD	487.39

GL NUMBER	INVOICE LINE DESCRIPTION	VENDOR	INVOICE DESCRIPTION	AMOUNT
70-10-55320	EQUIP MAINT	ERECT-A-TUBE, INC.	11GA 48X120 GAL.	1,050.00
70-10-56020	LAB SUPPLIES	CARD SERVICE CENTER	SW SUPPLIES	207.15
70-10-56020	LAB SUPPLIES	USA BLUE BOOK	WWTP SUPPLIES	1,845.17
70-10-56020	LAB SUPPLIES	USA BLUE BOOK	LAB SUPPLIES	1,605.20
70-10-56020	LAB SUPPLIES	WALMART COMMUNITY/GEMB	SUPPLIES	16.08
70-10-56060	OFFICE SUP/OPERATING EXP	QUILL	SW SUPPLIES	14.37
70-10-56060	OFFICE SUP/OPERATING EXP	CARD SERVICE CENTER	SW SUPPLIES	249.95
70-10-56140	TELEPHONE/CELL PHONES	CHARTER COMMUNICATIONS	807 W BRINK ST	227.97
70-10-56140	TELEPHONE/CELL PHONES	TMOBILE	SW/UT CELL PHONE USE	50.88
70-10-56140	TELEPHONE/CELL PHONES	TMOBILE	UT/SW CELL PHONE USE	50.88
70-10-56140	TELEPHONE/CELL PHONES	CHARTER COMMUNICATIONS	801 W BRINK ST	159.98
70-10-56150	ELECTRICITY/UTILITIES	COMMONWEALTH EDISON	709 1/2 DEWEY	39.43
70-10-56150	ELECTRICITY/UTILITIES	COMMONWEALTH EDISON	850 W DIGGINS ST	242.24
70-10-56150	ELECTRICITY/UTILITIES	COMMONWEALTH EDISON	827 GARFIELD	27.43
70-10-56150	ELECTRICITY/UTILITIES	COMMONWEALTH EDISON	900 E BROWN ST	40.95
70-10-56150	ELECTRICITY/UTILITIES	DYNEGY ENERGY SERVICES	501 GALVIN PKWY	23.06
70-10-56150	ELECTRICITY/UTILITIES	DYNEGY ENERGY SERVICES	309 1/2 S DIVISION	174.77
70-10-56150	ELECTRICITY/UTILITIES	DYNEGY ENERGY SERVICES	201 E FRONT	46.72
70-10-56150	ELECTRICITY/UTILITIES	DYNEGY ENERGY SERVICES	899 1/2 W DIGGINS	60.72
70-10-56150	ELECTRICITY/UTILITIES	DYNEGY ENERGY SERVICES	1306 NORTHFIELD	313.81
70-10-56150	ELECTRICITY/UTILITIES	DYNEGY ENERGY SERVICES	361352B1 TRANSFORMER	24.57
70-10-56150	ELECTRICITY/UTILITIES	DYNEGY ENERGY SERVICES	302 MARENGO RD	58.13
70-10-56150	ELECTRICITY/UTILITIES	DYNEGY ENERGY SERVICES	1201 S DIVISION ST	86.63
70-10-56150	ELECTRICITY/UTILITIES	DYNEGY ENERGY SERVICES	801 W BRINK	1.27
70-10-56150	ELECTRICITY/UTILITIES	COMMONWEALTH EDISON	850 W DIGGINS	138.93
70-10-56150	ELECTRICITY/UTILITIES	COMMONWEALTH EDISON	900 E BROWN ST	45.25
70-10-56150	ELECTRICITY/UTILITIES	DYNEGY ENERGY SERVICES	201 E FRONT	44.30
70-10-56150	ELECTRICITY/UTILITIES	DYNEGY ENERGY SERVICES	899 1/2 W DIGGINS	57.90
70-10-56150	ELECTRICITY/UTILITIES	DYNEGY ENERGY SERVICES	801 W BRINK	1.33
70-10-56150	ELECTRICITY/UTILITIES	DYNEGY ENERGY SERVICES	501 GALVIN PKWY	23.06
70-10-56150	ELECTRICITY/UTILITIES	DYNEGY ENERGY SERVICES	309 1/2 S DIVISION	102.33
70-10-56150	ELECTRICITY/UTILITIES	DYNEGY ENERGY SERVICES	1201 S DIVISION ST	75.51
70-10-56150	ELECTRICITY/UTILITIES	DYNEGY ENERGY SERVICES	302 MARENGO RD	52.74
70-10-56150	ELECTRICITY/UTILITIES	DYNEGY ENERGY SERVICES	361352B1 TRANSFORMER	29.04
70-10-56150	ELECTRICITY/UTILITIES	DYNEGY ENERGY SERVICES	1306 NORTHFIELD	487.39

GL NUMBER	INVOICE LINE DESCRIPTION	VENDOR	INVOICE DESCRIPTION	AMOUNT
70-10-56150	ELECTRICITY/UTILITIES	COMMONWEALTH EDISON	709 1/2 DEWEY	35.05
70-10-56150	ELECTRICITY/UTILITIES	COMMONWEALTH EDISON	1000 FORESTDOWN, LIFT	153.57
70-10-56150	ELECTRICITY/UTILITIES	COMMONWEALTH EDISON	320 COMANCHE CIR	105.45
70-10-56150	ELECTRICITY/UTILITIES	COMMONWEALTH EDISON	20211 CROWLEY RD	54.66
70-10-56150	ELECTRICITY/UTILITIES	COMMONWEALTH EDISON	807 W BRINK ST	12,922.52
70-10-56150	ELECTRICITY/UTILITIES	COMMONWEALTH EDISON	827 GARFIELD	25.20
70-10-56150	ELECTRICITY/UTILITIES	DYNEGY ENERGY SERVICES	807 W BRINK ST UNIT 1	27.78
70-10-56150	ELECTRICITY/UTILITIES	DYNEGY ENERGY SERVICES	300 LAWRENCE RD	275.69
70-10-56150	ELECTRICITY/UTILITIES	DYNEGY ENERGY SERVICES	1500 WILLOW	110.11
70-10-56150	ELECTRICITY/UTILITIES	DYNEGY ENERGY SERVICES	3 KENNEDY	41.01
70-10-56150	ELECTRICITY/UTILITIES	DYNEGY ENERGY SERVICES	700 W DIGGINS ST	51.26
70-10-56150	ELECTRICITY/UTILITIES	DYNEGY ENERGY SERVICES	633 COUNTRYBROOK LN	139.38
70-10-56150	ELECTRICITY/UTILITIES	DYNEGY ENERGY SERVICES	2501 BAYBERRY BLVD	24.17
70-10-56150	ELECTRICITY/UTILITIES	DYNEGY ENERGY SERVICES	6861 HARVARD HILLS	1,486.91
70-10-56150	ELECTRICITY/UTILITIES	DYNEGY ENERGY SERVICES	302 LAWRENCE RD, WELL 10	4,519.43
70-10-56150	ELECTRICITY/UTILITIES	DYNEGY ENERGY SERVICES	900 E BROWN	2,152.51
70-10-56160	FUEL FOR BUILDING/PROPANE	NICOR GAS	808 E BROWN ST	320.69
70-10-56160	FUEL FOR BUILDING/PROPANE	NICOR GAS	6817 HARVARD HILLS RD	29.11
70-10-56160	FUEL FOR BUILDING/PROPANE	NICOR GAS	807 W BRINK ST SLEDGE BLDG	515.22
70-10-56160	FUEL FOR BUILDING/PROPANE	NICOR GAS	1000 FOREST DOWNS	52.12
70-10-56160	FUEL FOR BUILDING/PROPANE	NICOR GAS	801 WBRINK ST	166.94
70-10-56160	FUEL FOR BUILDING/PROPANE	NICOR GAS	1500 WILLOW LN	49.51
70-10-56160	FUEL FOR BUILDING/PROPANE	NICOR GAS	807 W BRINK ST	507.72
70-10-56160	FUEL FOR BUILDING/PROPANE	NICOR GAS	633 COUNTRY BROOK LN	53.08
70-10-56160	FUEL FOR BUILDING/PROPANE	NICOR GAS	807 W BRINK ST	44.74
70-10-56160	FUEL FOR BUILDING/PROPANE	NICOR GAS	1000 FOREST DOWNS	55.82
70-10-56160	FUEL FOR BUILDING/PROPANE	NICOR GAS	1500 WILLOW LN	55.13
70-10-56160	FUEL FOR BUILDING/PROPANE	NICOR GAS	807 W BRINK ST	126.47
70-10-56160	FUEL FOR BUILDING/PROPANE	NICOR GAS	807 W BRINK ST	49.80
70-10-56160	FUEL FOR BUILDING/PROPANE	NICOR GAS	807 W BRINK ST SLEDGE BLDG	320.85
70-10-56160	FUEL FOR BUILDING/PROPANE	NICOR GAS	633 COUNTRY BROOK LN	51.02
70-10-56290	CHEMICALS	VIKING CHEMICAL COMPANY	INVOICE #156812,156811,156810,156813	2,321.00
			Total For Dept 10 WASTEWATER	69,018.46

GL NUMBER	INVOICE LINE DESCRIPTION	VENDOR	INVOICE DESCRIPTION	AMOUNT
Dept 11 UTILITIES				
70-11-54790	UNIFORMS	CINTAS LOC 19#M	SW/UT UNIFORMS	542.41
70-11-54790	UNIFORMS	CINTAS LOC 19#M	INVOICE #4180224440, 4180224512	37.81
70-11-55130	VEHICLE/EQUIP MAINT	OREILLY AUTOMOTIVE, INC	SUPPLIES	12.18
70-11-55130	VEHICLE/EQUIP MAINT	CSI TECHNICAL SERVICES INC.	ADD BS&A ON COH-PC	125.00
70-11-55130	VEHICLE/EQUIP MAINT	MOBILE LIFT SALES & SERVICE	3.5X7/16" WALL DOM TUBE	135.00
70-11-55130	VEHICLE/EQUIP MAINT	TERMINAL SUPPLY CO	LED FLOOD BEAM WORK LAMP	102.50
70-11-55130	VEHICLE/EQUIP MAINT	ALTA EQUIPMENT COMPANY	MUFFLER/GASKET/MOUNT	227.56
70-11-55130	VEHICLE/EQUIP MAINT	OREILLY AUTOMOTIVE, INC	VEHICLE PARTS NOVEMBER	39.98
70-11-55200	STORM SEWER MAINTENANCE	RUSTY'S TRUCKING	STONE FOR SHOP	1,988.65
70-11-55210	SAN SEWER MAINT	RUSTY'S TRUCKING	STONE FOR SHOP	1,817.06
70-11-56060	OFFICE SUP/OPERATING EXP	COPY EXPRESS INC.	NO. 10 WINDOW ENVELOPES	356.45
70-11-56080	POSTAGE	POSTMASTER	SW POSTAGE REFILL	1,320.00
70-11-56080	POSTAGE	POSTMASTER	WATER BILLING POSTAGE	1,052.18
70-11-56140	TELEPHONE/CELL PHONES	TMOBILE	SW/UT CELL PHONE USE	50.88
70-11-56140	TELEPHONE/CELL PHONES	TMOBILE	UT/SW CELL PHONE USE	50.88
70-11-56170	GAS/OIL/GREASE	AHW LLC	MOTO MIX	343.92
70-11-56170	GAS/OIL/GREASE	OREILLY AUTOMOTIVE, INC	VEHICLE PARTS NOVEMBER	119.98
70-11-57020	MISCELLANEOUS	CARD SERVICE CENTER	WATER BILLING BARCODE SCANNER	17.98
70-11-57020	MISCELLANEOUS	GRAINGER	AEROSOL RECYCLING SYSTEM CAN	891.23
70-11-57020	MISCELLANEOUS	CONSERV FS, INC.	SR1 STRAW BLANKET 8 X 112.5"	71.92
70-11-57020	MISCELLANEOUS	ILL PUBLIC WORKS MUTUAL	2024 MEMBERSHIP	100.00
70-11-59000	PRINCIPAL PAYMENTS	AMALGAMATED BANK OF CHICAGO	WWTP IEPA LOAN PAYMENT #1	211,595.34
70-11-59010	INTEREST PAYMENTS	AMALGAMATED BANK OF CHICAGO	WWTP IEPA LOAN PAYMENT #1	58,070.87
			Total For Dept 11 UTILITIES	279,069.78
			Total For Fund 70 WATER SEWER FUND	348,088.24
Fund 72 ECONOMIC DEV				
72-00-54060	CONSULTANT FEE	CARD SERVICE CENTER	TRAINING	50.00
72-00-54060	CONSULTANT FEE	CHARLES H ELDREDGE	CONSULT FEE-DECEMBER 2023	3,000.00
			Total For Fund 72 ECONOMIC DEVELOPMENT	3,050.00

GL NUMBER	INVOICE LINE DESCRIPTION	VENDOR	INVOICE DESCRIPTION	AMOUNT
Fund 73 DOWTOWN TIF #1				
73-00-59000	PRINCIPAL PAYMENTS	AMALGAMATED BANK OF CHICAGO	BOND SERIES 20212A	405,000.00
73-00-59010	INTEREST PAYMENTS	AMALGAMATED BANK OF CHICAGO	BOND SERIES 20212A	6,480.00
			Total For Fund 73 DOWTOWN TIF #1	411,480.00
Fund 88 INDPARK TIF #2				
88-00-59000	PRINCIPAL PAYMENTS	AMALGAMATED BANK OF CHICAGO	BOND SERIES 2012B	175,000.00
88-00-59000	PRINCIPAL PAYMENTS	AMALGAMATED BANK OF CHICAGO	BOND SERIES 2016B	200,000.00
88-00-59010	INTEREST PAYMENTS	AMALGAMATED BANK OF CHICAGO	BOND SERIES 2012B	11,987.50
88-00-59010	INTEREST PAYMENTS	AMALGAMATED BANK OF CHICAGO	BOND SERIES 2016B	28,005.00
			Total For Fund 88 INDUSTRIAL PARK TIF #2	414,992.50
			Fund 01 GENERAL	600,807.40
			Fund 03 LIBRARY FUND	38,732.42
			Fund 04 PARK FUND	9,118.61
			Fund 14 MOTOR FUEL TAX	3,154.25
			Fund 16 POLICE WELFARE	131.21
			Fund 18 INSURANCE FUND	82,335.89
			Fund 70 WATER SEWER FUND	348,088.24
			Fund 72 ECONOMIC DEVELOPMENT	3,050.00
			Fund 73 DOWTOWN TIF #1	411,480.00
			Fund 88 INDUSTRIAL PARK TIF #2	414,992.50
			Total For All Funds:	1,911,890.52

**RECOMMENDATIONS/FINDINGS OF FACT
TO THE CITY COUNCIL OF THE CITY OF HARVARD
BY THE CITY PLANNING AND ZONING COMMISSION**

After due notice as required by law, the Planning and Zoning Commission held a public hearing on December 5, 2023, to consider the petition submitted by the City of Harvard. The petitioner is seeking a text amendment to the Unified Development Ordinance (UDO) to Amend Section 2.3, Definition of General Terms and Section 9.3, Accessory Structures and Uses, of the UDO to include Backyard Chickens in Residential Zoning Districts.

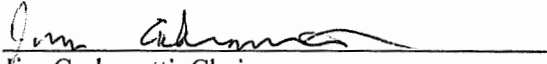
The Planning and Zoning Commission reviewed the Approval Standards for Text Amendments as outlined in Section 14.2.E.2 of the UDO. After reviewing the evidence and testimony presented, the Planning and Zoning Commission recommends to the City Council by a vote of four to two that the petitioner's request to Amend Section 2.3, Definition of General Terms and Section 9.3, Accessory Structures and Uses to include Backyard Chickens in Residential Districts be approved as follows:

1. (A) – *Keeping of Chickens* – As is
2. (B) *Number* – Adjust as follows:

Lot Size	Number of Chickens Allowed
3—10 net acres	12 birds
4—3 2-3 net acres	8 birds
Less than 4 2 net acres	4 birds

3. (C) – *Minimum Requirements*: As is
4. (D) – *Screening*: As is
5. (F) *Permitting Enforcement*: Add verbiage to include a 10' minimum setback from residential properties for a coop; the City to set a chicken registration fee on a per chicken basis and outline that a vaccination record is required. Attorney Clifton suggested that the verbiage for a 10' coop setback be added to Section (C)4 which states that "Enclosures shall be treated as accessory structures per section 9.3 of the UDO". Community Development Director Day stated that the setback for accessory structures in Section 9.3 of the UDO is 4' from property lines not residential buildings. Commissioner Albertson concurred that Section (C)4 would be the more appropriate section to add the setback requirement and recommended that the minimum requirement be both: 10' from a residential building, 4' from the property line, whichever happens to be the greater distance.
6. Add language that the use would be for a probationary period of two years as a conditional use. Attorney Clifton confirmed that during the two year period, this use would be a conditional use requiring that a petition be filed for a conditional use. A conditional use would require a public hearing for each petition.

Respectfully submitted:
PLANNING AND ZONING COMMISSION


Jim Carbonetti, Chairman
Planning & Zoning Commission



City of Harvard
Community Development Department
201 West Diggins Street - PO Box 310 – 60033 – 815-943-6468

To: Mayor Kelly & Members of the City Council
From: Donovan Day, Community & Economic Development Director
CC: Lou Leone, City Administrator
Date: January 23, 2024
RE: Proposed Regulations Governing Backyard Chickens

Purpose and Action Requested

Staff is seeking City Council’s consideration for the proposed regulations (attached) governing the keeping of chickens on residential property.

Background/Discussion

At the July 25, 2023 City Council meeting, a resident petitioned to allow chickens on their property located on Marengo Road. The City Council was cautious about approving/denying such petitions on a case-by-case basis, and directed staff to develop regulations governing the keeping of chickens on residential property, and to file a Petition to appear before the Planning & Zoning Commission to consider the matter. The attached regulations for consideration by the City Council were recommended by the Commission with a 4-2 vote in favor of the regulations as amended by the Commission.

The changes recommended by the Planning & Zoning Commission include:

1. *(B) number* – adjust as follows:

Lot Size	Number of Chickens Allowed
3—10 net acres	12 birds
1—3 2-3 net acres	8 birds
Less than 1 2 net acres	4 birds

2. *(F) permitting enforcement*: add verbiage to include a 10’ minimum setback for coop; the city to set a chicken registration fee on a per chicken basis and outline that a vaccination record is required.
3. Add language that use would be probationary period of two years as a conditional use. Attorney Clifton confirmed that during the two-year period, this use would be a

conditional use requiring that a petition be filed for a conditional use. A conditional use would require a public hearing for each petition.

4. Add language that use would be probationary period of two years as a conditional use.

The proposed amendments to the regulations are attached and highlighted in red.

Based on the recommendation by the Planning & Zoning Commission, the cost to a resident to have the infrastructure in place, and the associated fees paid to the city for chickens, are estimated to be:

Conditional Use Permit	\$900.00
Permit Fee	\$300.00
Privacy Fence (if none)	\$3,000.00-\$8,000.00
Chicken Coop	\$300.00
Total	\$4,500.00-\$9,500.00

Three (3) communities in McHenry County currently allow backyard chickens - Hebron, Spring Grove, and Fox Lake (a small portion of Fox Lake falls within McHenry County). After receiving a request by Alderman Gorman seeking information on the quantity of permits issued by each community, staff provides the following:

Municipality	Population	Adopted	# of Permits Issued	Permit Fee
Fox Lake	10,927	2013	4 (since 2018)	\$50.00
Hebron	1,386	Oct. 2019	3	\$35.00
Spring Grove	5,511	April 2023	1	\$300 (\$100 Annually)
Evanston	77,517	2010	50 (only 27 active)	\$50.00 Annually
Rolling Meadows	24,200	Sept. 2019	Only 25 Permitted	\$25.00 Annually

Recommendation

Staff recommends the City Council discuss the Planning & Zoning Commission's recommendation as it relates to:

- 1) Requiring a Conditional Use Permit
 - a. Should Harvard require a Conditional Use Permit. Evanston requires the applicant to provide notice to adjacent properties, and proof of said notice to the municipality. No municipality surveyed requires a Conditional Use Permit.
- 2) The per chicken registration fee. Agree or disagree? If so, how much per chicken? Will this be added to the \$300.00 permit fee?
- 3) Additional consideration could include limiting the amount of permits as other municipalities have done. Hebron is limited to fifty (50) permits total, and Rolling Meadows is limited to twenty-five (25) permits total.

Attachments

- 1) Proposed Regulations
- 2) Planning & Zoning Commission Minutes
- 3) Ordinances from Other Municipalities

City of Harvard Proposed Regulations

Chickens in residential zoning districts.

- (A) *Keeping of Chickens.* The keeping of chickens (but no other poultry or fowl) shall be permitted as an accessory use to a residential use and on the same lot or parcel as the principal residential use, within a Residential Zoning District, subject to the provisions of this section.
- (B) *Number.* The following number of chickens shall be allowed on a lot:

Lot Size	Number of Chickens Allowed
3—10 net acres	12 birds
1—3 2—3 net acres	8 birds
Less than 1 2 net acres	4 birds

For the purpose of this section, net acres shall be defined as the total acreage of any lot minus any area on such lot on which a street or road lies. Also, for the purpose of this section, lots and/or parcels, developed as part of a residential planned unit development (PUD) shall be considered as lots or parcels in a Residential Zoning District and subject to these regulations provided the approval ordinance for such a PUD does not prohibit or further restrict the keeping of chickens as part of that approval. In the case of conflict between an approved PUD ordinance and this section, the stricter of the two shall apply.

- (C) *Minimum Requirements.* The keeping of chickens on lots or parcels of land within Residential Zoning Districts shall be allowed as an accessory use and are subject to the following provisions:
 1. Roosters shall not be permitted to be housed, kept or maintained as an accessory use.
 2. All chickens must be kept in an enclosure that includes a lockable coop and fully fenced run.
 3. Chickens may not graze outside of any such enclosure on lots under two acres. For lots two acres and larger, chickens may graze outside of any such enclosure under the direct supervision of the occupant of the residence, and in all circumstances, chickens shall be at all times confined to the same lot or parcel as the principal use.
 4. Enclosures shall be located no less than four (4) feet from a rear or side-yard property line, and no less than ten (10) feet from a residence on the subject property or an adjacent property.
 5. Coops shall be located behind the principal structure and the front yard line on any residential lot or parcel and constructed with roosting platforms that are at least three feet above the ground surface.
 6. Coops shall provide a minimum area of three-square feet per bird, and runs shall provide a minimum of eight square feet per bird.
 7. Applicable building permits for coops and runs shall be required and subject to the demonstration of sufficient screening to minimize the visibility of enclosures to the street and neighboring property owners per subsection D of this section.
 8. Enclosures and grazing areas shall be cleaned regularly and kept in a neat and sanitary manner at all times.

9. Slaughtering of chickens shall be prohibited.
10. Chicken feed shall be securely stored in sealed rodent proof containers.
11. On-site sale of eggs shall be prohibited.
12. All chickens, enclosures, and grazing areas must comply with all City nuisance regulations, including but not limited to those directed toward animals, noise, odor, pests, cleanliness, and unsightliness.
13. Properties that are not owner-occupied must provide a letter from the owner agreeing to the tenant being permitted to obtain a permit to keep chickens on the property.
14. Each chicken will be required to wear a leg band provided by the city. Leg bands will be stamped to identify where the chicken resides.

(D) *Screening.*

1. Property owners shall install sufficient screening to minimize visibility of enclosures to the street and neighboring property owners.
2. In order for screening to be deemed sufficient, it must:
 - (a) Be located between the enclosure and every lot line on the property;
 - (b) Be composed of plantings, materials, or structures at least six feet in height that obstruct the view from neighboring properties and streets similarly throughout the entire year;
 - (c) Be consistent with the character of the neighborhood.
3. Prior to the issuance of a building permit for the enclosure, the applicant must submit a screening proposal to the Community Development Department, and the City must approve such screening proposal as sufficient.
4. Failure to implement and maintain the required screening as set forth in the approved screening proposal may result in the revocation of any permit or authorization for the keeping of chickens or fines in an amount not to exceed \$750.00 per day, or both.

(E) *Variances.* The keeping of chickens in a manner inconsistent with the requirements of this section may be considered within Residential Zoning Districts subject to the following provisions:

1. The property owner shall follow the procedures for variance as identified in section 14.4 of the UDO and successfully obtain a variance; and
2. The Planning and Zoning Commission may recommend, and the City Council may impose conditions and limitations upon the premises or use that is the subject of such variance.

(F) *Permitting; Enforcement.*

1. Any person wishing to keep chickens pursuant to this section must obtain a **Conditional Use Permit from the city in accordance with Section 14.3 of the Unified Development Ordinance.** In order to obtain a permit a person must:
 - (a) Comply with all of the requirements of sections A through F;
 - (b) Submit to an annual inspection by the City or its designee to ensure compliance with all of the requirements of this section; and

- (c) Pay an initial fee of \$300.00 and an annual inspection fee in the amount as set forth in Chapter 20 of the City Code (*\$30.00*).
 - (d) Confirmation that a Backyard Chicken 101 course provided by the city was attended electronically or in-person.
 - (e) Provide proof of vaccination for each chicken within 7 days of acquiring chickens.
2. If the City finds that the terms of this section have been violated, the City may:
- (a) Revoke the permit issued pursuant to subsection (F)1 of this section for the remainder of the permit term;
 - (b) Impose and collect fines in an amount outlined in Section 1.14 Settlement of Offenses. (*between \$50.00 to \$750.00 per day the violation exists*);
 - (c) Charge fees in an amount not to exceed an amount as set forth in Chapter 20 of this Code per inspection for any compliance inspections subsequent to the prescribed annual inspection to ensure compliance with this section.

9-4-5. - CERTAIN ANIMALS PROHIBITED.

- (A) It shall be unlawful, and is hereby declared a nuisance for any person to keep or allow to be kept any animal of the species of horse, mule, swine, sheep, goat, cattle, poultry (with the exception of hens as herein provided), skunks, or poisonous reptiles within the corporation limits of the City of Evanston.
- (B) Hens shall mean the female of the species Gallus Gallus Domesticas.
- (C) It shall be unlawful to keep roosters within City limits, except that educational institutions for students over the age of thirteen (13) years, with agricultural programs, may keep a maximum of one (1) rooster within City limits. For purposes of this Section an "educational institution" is defined as any non-home-based school that is in compliance with Title VI of the Civil Rights Act of 1964 and attendance at which satisfies the requirements of 105 ILCS 5/26-1. The "rooster for educational institutions" shall mean a male chicken of the species Gallus Gallus Domesticus. The rooster must be confined at all times to an enclosure that meets the definition of an accessory structure in the City's Code. The rooster shall not be allowed to run freely or be unconfined. The rooster must remain seventy (70) feet away from residential areas, classes and offices.
1. The number of hens allowed shall be no less than two (2), and no more than six (6). For educational institutions that are allowed one (1) rooster, the maximum number of chickens total allowed is six (6).
 2. Any structures housing hens shall be termed an "accessory structure" as defined in Title 6, Chapter 18, Section 3 of the Evanston City Code, and shall abide by all requirements set forth in Title 6, Chapter 4, Section 6-2, "General Provisions for Accessory Uses and Structures," and Title 5, Chapter 1, "Property Maintenance Code" of the Evanston City Code.
 3. Applicants shall register with the Illinois Department of Agriculture Livestock Premises Registration, and must have proof of registration on-site.
 4. Care for hens shall follow the provisions set forth in this Chapter.
 5. Hens shall be kept in such a way so as not to cause a nuisance as defined in Title 1, Chapter 3, Section 2, and enumerated in Title 8, Chapter 4, Section 1 of the Evanston City Code and shall be kept in conformance with the following requirements:
 - a. Hen yards and coops shall be constructed and maintained to reasonably prevent the collection of standing water; and shall be cleaned of hen droppings, uneaten or discarded feed, feathers, and other waste with such frequency as is necessary to ensure the hen yard and coop do not become nuisances as defined in Title 8, Chapter 4, Section 1 of the Evanston City Code.
 - b. Hens shall be kept in an enclosure which shall be maintained in such a manner so as to protect the hens from predators and trespassers.
 - c. Hen coops shall be built and kept in such a manner so as to allow for easy ingress and egress for the hens and shall offer protection from weather elements including cold temperatures.
 - d. Hen coops and yards shall be large enough to provide at least four (4) feet per hen.
 6. Licenses for coops must be obtained and shall meet the rules of this Chapter where applicable.
 - a. Prior to a license being granted to an applicant, the applicant must show proof of notice to all adjacent landowners except landowners that are municipalities or utilities.
 - b. A license shall not be granted unless the applicant has obtained all necessary building permits and can show proof that a hen yard and coop that comply with this Section have been erected.
 - c. Coop licenses shall not run with the land.

- d. Applications shall be submitted to the City of Evanston Public Health Director who shall have the authority to review applications for this Section.
 - e. An applicant who lives in an apartment or condominium building is not eligible to receive a coop license.
 - f. No more than twenty (20) valid coop licenses shall be active within the City of Evanston at any given time for the first calendar year that the ordinance codified in this Section is in effect.
7. No person shall slaughter any hen, or any other animal, within City limits. Nothing in this Section is to be interpreted as prohibiting any establishment that is licensed to slaughter, from slaughtering for food purposes any animals which are specifically raised for food purposes.
 8. Any person found to be in violation of this Section shall be fined not less than fifty dollars (\$50.00), nor more than seven hundred fifty dollars (\$750.00) for each offense. In the event that an owner is adjudged to have three (3) violations of this Section, the owner's coop license shall be revoked. Each day an owner is not compliant with this Section shall constitute a separate offense.

(Ord. No. 43-O-74; Ord. No. 23-O-10, § 1, 9-27-2010; Ord. No. 85-O-10, § 1, 12-13-2010; Ord. No. 8-O-12, (49-O-11(exh. B, § 9-4-5)), 1-23-2012; Ord. No. 22-O-23, § 1, 3-13-2023)

PUBLIC NOTICE OF INTENT TO
CONSTRUCT A HEN COOP AT
YOUR ADDRESS HERE
EVANSTON, IL

In compliance with Title 9 Chapter 4, Section 5, 6(a):

“Prior to a license being granted to an applicant, the applicant must show proof of notice to all adjacent landowners except landowners that are municipalities or utilities.”

BY SIGNING THIS NOTICE, I AM CONFIRMING THAT I HAVE BEEN NOTIFIED OF MY NEIGHBOR’S INTENT TO HOUSE HENS.

Printed Name / Address / Signature

Printed Name / Address / Signature

Printed Name / Address / Signature

Printed Name / Address / Signature

Printed Name / Address / Signature

If you have any questions or concerns, please direct them to the Evanston Health Department at 847.448.4311

1917.2 Administration

- A. **Permit Required.** No person shall raise, harbor, or keep chickens within the Village of Spring Grove without a valid permit obtained from the Building and Zoning Officer under the provisions of this Section.
- B. **Application.** In order to obtain or renew a permit, an applicant shall submit a completed application in such forms as prescribed by the Village and provided by the Building and Zoning Officer, either on-line or in paper form, and pay all fees required by this Ordinance. All applications and required materials shall be reviewed by the Village Staff for compliance.
- C. **Fee.** An initial license fee of three hundred (\$300) dollars shall be paid to the Village with each new application. An annual license fee of one hundred (\$100) dollars shall be paid to the Village with each renewal application. All permits shall expire on May 1 of each calendar year. Applications for renewal must be filed with the Building and Zoning Officer on or before March 31 of each calendar year. Applications for permit renewals will require the applicant to update all information set forth within the application. The application fee for any renewal application received on or after May 2 is \$200. The payment of any fine shall not excuse or absolve any person from the obligation to secure a chicken coop permit.
- D. **Inspections and Annual Reviews.** The Building and Zoning Officer shall inspect every chicken coop for compliance with the requirements and conditions set forth in this Article prior to occupancy and thereafter annually or more frequently if safety or other issues arise.

1917.3 **Permit Requirements.** In addition to all other applicable requirements of the Village Code, every Permittee must meet the following requirements:

- A. All application and permit fees shall be paid in full.
- B. All amounts owed to the Village, including but not limited to liens, fines and judgements shall be paid in full, and all utility accounts with the Village shall be in good standing.
- C. The tract of land to be permitted shall contain only one single family dwelling occupied and used as such by the Permittee.

Spring Grove

- D. Each permit is valid only for the address on the original application form. If the Permittee moves, then a new application and fee will be required to seek a new permit.
- E. Each application shall include the following in the permit application submission:
 - 1. Permit Application.
 - 2. Scaled site plan drawing with lot setbacks, proposed chicken coop and chicken yard area, and proposed chicken waste storage area.

The drawing shall include dwelling units on all adjacent properties that are within one hundred (100) feet of the proposed chicken coop, chicken yard, and chicken waste area locations.

Drawn plans and/or images of the proposed chicken coop and chicken yard.

1917.4 **Denial, Suspension, Revocation, Non-Renewal.** The Building and Zoning Officer may deny, suspend, revoke, or decline to renew any permit issued for any of the following grounds:

- A. False statements on any application or other information or report required by this ordinance to be given by the applicant.
- B. Failure to pay any application, penalty, reinspection, or reinstatement fee required.
- C. Failure to correct deficiencies noted in notices of violation in the time specified in the notice. The Permittee shall be given a minimum of ten (10) days to resolve deficiencies from the date of the notice.
- D. Accumulation of three (3) violations within a one (1) year time period will result in suspension of the backyard chicken permit for six (6) months or the revocation of the backyard chicken permit. After a Permittee's backyard chicken permit is suspended, the accumulation of three (3) additional violations within a one (1) year time period shall result in the permanent revocation of the backyard chicken permit. No backyard chicken permit shall be reinstated or reissued unless all of the violations which gave rise to the suspension have been corrected by the Permittee.

E. **Notification.** A decision to revoke, suspend, deny, or not renew a permit shall be in writing, delivered by regular mail or in person to the address indicated on the application. The notification shall specify the reasons for the action.

F. **Effect or Denial or Revocation.** When an application for a permit is denied, or when a permit is revoked, the applicant may not re-apply for a new permit for a period of one (1) year from the date of the denial or revocation.

G. **Removal of Chickens and Coop.** Upon written notification of denial, revocation, or non-renewal, a property owner shall remove the chickens and the coop within fourteen (14) days.

1917.5 **Violations.** Any person who violates or neglects or refuses to comply with the requirements of this Section shall be fined not less than \$100.00 and not more than \$750.00 for each offense per day.

1917.6 **Number of Chickens.** Only a maximum of six (6), with a minimum of two (2), chickens shall be kept on a property at one time.

1917.7 **Chicken Coops**

A. Chickens shall be kept in an enclosed, well ventilated outdoor coop so as to offer protection from weather elements and from predators and trespassers; and shall include an adjacent outside covered, fenced area.

B. Chickens shall be kept in the chicken coop or chicken yard at all times.

C. Electrical service to chicken coops shall comply with all Village building and electrical codes, rules, and regulations. Under no circumstances shall electrical service be provided to a coop by using extension cords or other temporary means.

D. Coops shall be enclosed, safe, and sanitary.

E. Coops shall be covered with uniform materials and complement the principal structure on the lot. The materials shall be uniform for each element of the structure such that the walls are made of the same material, the roof has the same shingles or other covering, and any windows or openings are constructed using the same materials. (See Exhibit A)

F. Coop construction shall be done in a good workmanlike manner. The use of scrap, waste board, sheet metal or similar materials is prohibited.

Spring Grove

- G. Coops shall be well maintained. Any repairs shall maintain consistency in appearance and condition with the original structure. The coop must be replaced, removed, or repaired upon evidence of deterioration.
- H. Coops shall be built and kept in such a manner, large enough to provide at least five (5) square feet per chicken and allow the chickens easy ingress and egress to an enclosed chicken yard. Coops shall not exceed fifty (50) square feet. Coops shall not exceed eight (8) feet in height to the roof peak.
- I. Coops shall be elevated a minimum of eight (8) inches off the ground.
- J. Coops shall be enclosed on all sides and shall have a roof and doors. Access doors shall be able to be shut and locked at night.
- K. Coops shall have a solid floor.
- L. Coops and runs shall be sufficiently anchored so as not to become windblown.
- M. Coops shall be designed to be predator and pest resistant, and easily accessed for cleaning and maintenance.
- N. Coops shall use one quarter of one inch (¼") hardware cloth to cover and secure any opening in the coop. Chicken wire is prohibited.
- O. Coops shall provide adequate ventilation, sun and shade.
- P. Exterior lighting shall not continuously illuminate a coop.

1917.8 **Chicken Yards**

- A. Chickens shall not be allowed to roam outside of the enclosed chicken yard.
- B. Enclosed yards shall be sufficiently anchored so as not to become windblown.
- C. Coops shall be directly connected with an enclosed yard or run with a minimum size of twelve (12) square feet per chicken. The enclosed yard shall not exceed one hundred (100) square feet.
- D. The yard shall be enclosed with a frame made of weather resistant wood or metal material with one quarter of one inch (¼") hardware cloth, and of sufficient height to contain the chickens. The frame shall not exceed six (6) feet in height. (See Exhibit A)

- E. The one quarter of one inch (¼”) hardware cloth shall be buried at least 12 inches (12”) into the ground around the perimeter of the coop and enclosed yard or buried underneath the floor of the coop and yard.
- F. Chicken yards constructed with one quarter of one inch (¼”) hardware cloth shall retain a flat, uniform plane, in a well-maintained, safe condition.
- G. Barbed wire, razor wire or similar fencing materials are prohibited.

1917.9 **Feed and Water**

- A. Chickens shall be provided with access to feed and clean water at all times. The feed and water shall be unavailable to rodents, wild birds, and predators.
- B. Feed must be stored in rodent proof containers.

1917.10 **Location and Setbacks**

- A. **Location.** All chickens, chicken coops, and chicken yards shall be kept/located in rear yards only.
- B. **Setbacks.** All chicken coops and yards shall be located a minimum of 20 feet from all rear and side property lines.

1917.11 **Chicken Waste/Manure**

- A. Storage of chicken manure/waste shall not be permitted within thirty five (35) feet of the property line and only permitted in the rear yard.
- B. All stored chicken manure shall be covered by a fully enclosed structure with roof or lid over the entire structure.
- C. No more than three (3) cubic feet of chicken manure shall be stored on the permitted tract of land.
- D. All other chicken manure not used for composting or fertilizing shall be removed.
- E. The chicken coop and surrounding area shall be kept free from trash and accumulated droppings or waste/manure.
- F. Uneaten food shall be removed in a timely manner.

1917.12 Prohibitions and Management Practices

- A. **Roosters.** Roosters are not permitted, however if the sex of a chick cannot be determined at hatching, a chick of either sex may be kept on the property for no more than six (6) months.
- B. **Chickens at Large.** The Permittee shall not allow chickens to roam outside of the enclosed chicken yard area on the lot for which the permit was granted.
- C. **Odors.** Chicken coops and yards must be cleaned on a regular basis, so they remain free from undue accumulated waste, and shall not cause odors reasonably detectable on adjacent properties.
- D. **Chicken Housing.** No person shall keep chickens inside a dwelling unit or any structure other than the approved coop.
- E. **Vacant Land.** No person shall keep chickens on a vacant or uninhabited tract of land.
- F. **Slaughter.** Slaughtering of chickens is prohibited.
- G. **Bird fighting.** Bird fighting is prohibited.
- H. **Sales.** The sale of eggs, chickens, or chicken manure is prohibited.
- I. **Other types of animals.** No other poultry, including but not limited to geese, ducks and turkeys shall be kept on the property.
- J. **Disposal of Waste and Deceased Chickens.** All waste and deceased chickens must be disposed of in a sanitary manner.
- K. **Chicken Health.** Chickens shall be kept or maintained in a healthy manner. Unusual illnesses or deaths of chickens must be reported to the Health Department.
- L. **Breeding Prohibited.** The breeding of chickens on-site is expressly prohibited.
- M. **Animal Cruelty.** Animal cruelty laws pertain to chickens.

- N. **Laws, Rules, and Regulations.** All persons maintaining chicken coops and yards shall comply with all local, county, state and federal laws, rules, and regulations pertaining to maintaining and keeping hens.

Fox Lake

4-3-17: DOMESTIC FOWL:

The keeping of hens, the female of the chicken species *Gallus gallus domesticus*, shall be permitted in single-family residential zoning areas (R-1, R-2 and E-1), on zoning lots of nine thousand seven hundred fifty (9,750) square feet or greater, provided the following conditions are met:

- A. No more than four (4) hens shall be allowed for each single-family dwelling, except if the lot is one acre or more, then eight (8) hens shall be allowed.
- B. No hens shall be allowed in multi-family complexes, including duplexes.
- C. No roosters shall be allowed in any residential zone.
- D. Hens shall be kept in an enclosed outdoor coop, an accessory structure used for the purpose of keeping live chickens, so as to offer protection from weather elements and from predators and trespassers.

Coops shall be built and kept in such a manner, large enough to provide at least three (3) square feet per hen and allow the hens easy ingress and egress to an enclosed chicken yard. Coops shall not exceed six feet (6') in height, and the floor of the coop shall be a minimum of two feet (2') above the ground.

Coops shall be freestanding and covered with uniform materials and shall be maintained intact with all parts secure. Any repairs shall maintain consistency with original structure in appearance and condition. The coop must be replaced, removed, or repaired upon evidence of deterioration.

Coops shall be connected with an enclosed chicken yard or run. The chicken yard may be constructed of wire mesh material only if the chicken coop and yard are surrounded by a forty eight inch (48") high perimeter privacy fence. If no such perimeter fence exists, then the chicken yard must be surrounded by a forty eight inch (48") high privacy fence. Hens may be allowed to roam in a fenced back yard as long as the fence is a privacy fence of at least forty eight inches (48") in height, but shall not be allowed to roam outside of the fenced yard. Hens must be returned to the secured chicken coop each night.

Chicken yards constructed with wire mesh fencing materials shall retain a flat, uniform plane, in a well maintained, safe condition.

Coops and chicken yards must be kept in a safe and sanitary condition at all times and must be cleaned on a regular basis so as to prevent offensive odors being reasonably detectable on adjacent properties.

E. Coops and wire mesh chicken yards shall be located at least twenty five feet (25') from any lot line, and must otherwise comply with setbacks for accessory structures. In addition, chicken coops shall not be located between the principal building and any improved alley, easement for purposes of ingress or egress, or road right of way. In the case of an unimproved right of way, this provision may be modified by the building commissioner.

F. No outdoor slaughter of hens is allowed.

G. Food for hens must be stored in a rodentproof container.

H. This section is not intended to apply to geese or ducks, nor to indoor birds kept as pets, such as, but not limited to, parrots or parakeets, nor to the lawful transportation of fowl through the corporate limits of the village. Neither shall it apply to poultry kept in zoning district A-1.

I. A permit fee of fifty dollars (\$50.00) shall be required for issuance of a permit for a coop.

J. No exterior lighting shall be allowed to focus upon a coop.

K. For any violation of this section, the violator shall be subject to a fine of at least fifty dollars (\$50.00) and no more than seven hundred fifty dollars (\$750.00). For second and later offenses, the permit for the coop may be revoked in the discretion of the building commissioner, in which event the coop shall be removed from the premises. (Ord. 2013-36, 12-10-2013)

Fox Lake

CHAPTER 6
ANIMAL CONTROL

- 7-6-1 Beekeeping
- 7-6-2 Keeping Animals
- 7-6-3 Duties of Police Department
- 7-6-4 Inoculation for Rabies
- 7-6-5 Cruelty to Animals
- 7-6-6 Noisy Dogs
- 7-6-7 Removal of Defecation
- 7-6-8 Confinement
- 7-6-9 Leash and Muzzle
- 7-6-10 Signs
- 7-6-11 Penalties

7-6-1 BEEKEEPING

Bees and beehives shall be only be permitted in Agricultural zoning.

7-6-2 KEEPING ANIMALS (OTHER THAN CHICKENS)

No person shall keep any animal, other than domestic pets, or chickens, only as set forth below in Section 7-6-3, on any premises in the Village, except for those properties zoned agricultural. No person and no family or household may keep more than three (3) domestic pets at any time on any premises in the Village, except that puppies or kittens may be kept for three (3) months after birth. "Domestic pets" means only dogs or cats, and no other kind or type of animal.

It shall be illegal to maintain in a residentially zoned neighborhood any livestock. "Livestock" means bison, cattle, swine, sheep, goats, equidae, roosters or geese.

7-6-3 CHICKENS

- A. The raising or keeping of a maximum of eight (8) chickens shall be permitted on a residential zoning lots containing a minimum of six thousand (6,000) square feet subject to requirements and conditions in this section.
- B. A maximum of fifty (50) residential zoning lots will be permitted to have chickens in the Village at one time.
- C. All chickens shall be kept within a covered enclosure/structure with an attached covered/enclosed outdoor area to prevent chickens from encroaching onto neighboring properties.
- D. An minimum outdoor area of two (2) square feet per chicken is required and a maximum of one hundred (100) total square feet will be permitted for both the covered enclosure/structure and outdoor area.

Spring Grove

- E. All enclosures/structures for the raising or keeping of chickens shall be located a minimum of ten feet (10') from all residential lot lines.
- F. The structure shall contain insulated walls and/or an insulated blanket which shall cover the structure during the winter months.
- G. All chickens and enclosures/structures shall be kept/located in the rear yard only.
- H. All areas where chickens are kept shall be clean and well maintained with little to no accumulation of waste. In addition, all areas where chickens are kept shall not produce or cause odors that are detectable on adjacent properties.
- I. Roosters are prohibited within Village limits.
- J. The slaughter of hens on residentially zoned property is prohibited. A hen shall be taken off premises to a licensed live poultry establishment for slaughter.
- K. No other poultry, including but not limited to geese, ducks and turkeys, shall be kept on the property.
- L. An initial building permit shall be required for all enclosures/structures associated with the keeping of chickens. A building inspection/approval is required prior to obtaining a permit.
- M. Persons desiring to raise /keep chickens on their property must complete an application with a depiction of the proposed chicken enclosure (including property measurements, pictures of the intended structure and the proposed fencing) prior to any application being approved. The application must include a full set of plans including a full list of building and fencing materials to be used.
- N. Applicants must submit correspondence from each adjoining neighbor by which such neighbor acknowledges having been notified of the proposed enclosure for chickens, the location of same and proposed plans and whether each adjoining neighbor agrees or objects to same.
- O. The permit fee for the chicken enclosure/structure shall be \$35.00.
- P. No person shall maintain a chicken enclosure/structure until it is properly permitted under all conditions set forth in this section.
- Q. Permits shall only be granted to persons who reside on parcels with single family residences. One permit will be granted per single-family residential lot.
- R. The Village reserves the right to deny a permit to anyone currently owing money to the Village. Permits can also be denied in the event that someone has active enforcement actions against their property.

- S. The sale of eggs on the lot for which a permit is issued is prohibited.

- T. Violation: Any person found to be in violation of this section shall be fined not less than fifty dollars (\$50.00), nor more than seven hundred fifty dollars (\$750.00) for each offense. In the event that an owner is adjudged to have three (3) violations of this section or does not take action within seven (7) days from notification to achieve compliance, the relevant permit shall be revoked and chicken enclosure/structure removed from the relevant property.

Secs. 14-151—14-159. - Reserved.

ARTICLE VIII. - KEEPING OF HENS AND OUTDOOR HEN SHELTERS ON RESIDENTIAL LOTS

Sec. 14-160. - Definitions.

As used in this article, the following terms are defined as follows:

Coop means a structure housing hens consisting of a covered inside enclosure.

Hens means the female of the species *Gallus gallus domesticus*, commonly known as chickens.

Run means an enclosure connected to a coop for the purposes of allowing hens to leave the coop while remaining in an enclosed, predator safe environment.

(Ord. No. 19-42, § 1, 9-24-2019)

Sec. 14-161. - License and permit required.

- (a) *License required.* No person shall keep hens within the city without first obtaining a license therefor issued by the city ("chicken license"). The number of locations for which chicken licenses may be issued shall be limited to 25. Chicken licenses shall be issued on a first come, first serve basis and no more than one license shall be allowed per residential lot. If the city receives valid chicken license applications that exceed the maximum number of available licenses, all exceeding applications will be placed on a waiting list in the order that they were received, which waiting list will be maintained by the city manager or city manager's designee. Chicken licenses are valid for up to one year. An annual license fee of \$25.00 will be required prior to the city's issuance of the chicken license and the applicant's purchasing of the hens. A building inspection and the city's approval of the construction and installation of any run, coop or other enclosure used for the housing of hens is required prior to obtaining a chicken license. Proof of premise registration with the Illinois Department of Agriculture will be required prior to the issuance of the initial chicken license and any renewal licenses. A chicken license for keeping hens shall not be transferable or run with the land, but shall terminate and become invalid upon the licensee no longer occupying the property for which the license was issued.
- (b) *Building permit required.* Any run, coop, and other enclosure used for housing hens may be erected only after obtaining a building permit, as provided herein.
- (c) *Renewal license.* A renewal chicken license will be required each year after the issuance of the initial chicken license, with no additional building inspection required. An administrative fee of \$25.00 will be required for each renewal license. Applicants must submit a renewal chicken license application, at least 21 days prior to January 1 of each year. If a chicken license expires without timely renewal, the next applicant on the waiting list will be contacted by the city to confirm participation and processing of the chicken license application. That waiting list applicant will have 30 days to resubmit the application for a chicken license if changes are necessary to the original application.

(Ord. No. 19-42, § 1, 9-24-2019)

Sec. 14-162. - License and permit application process.

Any applicant for a license for keeping hens or for a building permit to erect any run, coop, and/or other enclosure used for housing hens must submit the following to the public works director:

- (a) A completed application and questionnaire on forms provided by the city.
- (b) A completed building permit application, including a plat of survey accurately depicting the potential location of a coop, run or other enclosure used for the housing of hens on the applicant's property.
- (c) The required license fee for a license to keep hens in the amount of \$25.00 and the required building permit fee, if any, for the coop, run and/or enclosure used for the hens. The building permit fee for a coop, run and/or other enclosure used for housing hens shall be the same fee as for a shed.
- (d) Once the construction and installation of the coop, run and/or other enclosure is complete, the city will inspect the site for construction and installation approval.
- (e) After the city has approved the construction and installation of the coop, run and/or other enclosure, the applicant will complete a one-time premise registration with the Illinois Department of Agriculture. A fillable Illinois Premises Identification Registration form is available on the Illinois Department of

Agriculture's website.

- (f) After the applicant has complied with and completed items (a)—(e) within the timeframes determined by the department of public works, the city will issue the applicant the chicken license. Only after the chicken license has been issued by the city may the licensee obtain hens for location on the licensed premises.
- (g) A license for keeping hens shall be granted on an annual basis. The licensee is required to obtain a renewal license by no later than January 1 of each year in order to maintain hens on the premises. The renewal license application must be submitted at least 21 days before January 1 and requires the completion of an updated license application, questionnaire, and submission of the administrative fee.
- (h) Chicken licenses may be obtained for coops located on residential property owned by someone other than the applicant as long as the license applicant resides on the property, all requirements of this article have been satisfied and written permission has been granted from the property owner to maintain hens on the property.

(Ord. No. 19-42, § 1, 9-24-2019)

Sec. 14-163. - Regulations for the keeping of hens and hen shelters.

- (a) The following regulations shall apply to any person licensed to keep hens and to maintain any outdoor hen shelter on a residential lot within the city:
 - (1) The keeping or harboring of any rooster is prohibited.
 - (2) No person shall keep or harbor less than two and no more than six hens on any licensed premises.
 - (3) Hens are not to be maintained for financial gain or for any business purpose, without maintaining an applicable license issued by the State of Illinois or the City of Rolling Meadows.
 - (4) Hens shall not be permitted to run at-large in the city. Hens must be kept within a coop with an attached run to protect the hens from predators and to prevent hens from encroaching onto neighboring properties.
 - (5) The slaughtering of hens on any residential lot is prohibited.
- (b) The following regulations shall apply to all hen shelters maintained in the city:
 - (1) A coop or other covered enclosure shall be provided for housing hens. In addition to the coop, a run area of a minimum of six square feet per hen will be required and a maximum of 100 total square feet will be permitted for both the coop and the run. The maximum roof height of any coop or structure used for housing hens shall not exceed eight feet. For a pitched roof structure, the roof height measurement shall be measured from the midpoint of the pitched roof.
 - (2) A coop, run or other structure used for housing hens shall be permitted only in conjunction with a single family detached dwelling in an approved residentially zoned district.
 - (3) A coop, run or other structure used for housing hens shall be located a minimum of ten feet from any lot lines of the licensee's property and shall not be located within ten feet of any residence.
 - (4) All hens and coops, runs or other structures are prohibited in any front yard or street-facing yards.
 - (5) Coops or other covered enclosures for housing hens shall be constructed of durable building materials, shall be weatherproofed and contain insulated walls and/or be covered by an insulated blanket, in order to withstand inclement and extreme weather, and shall be secure from any predators. No heat lamps shall be permitted in any coop or other structure used for housing hens.

- (6) The interior area of any hen coop or shelter and the rear yard area of the property on which the hen shelter shall be maintained in a sanitary condition. All areas where hens are kept shall be clean and well-maintained to no accumulation of waste. All refuse and hen waste shall be disposed of in a clean and sanitary fashion. In all properties where hens are kept shall not produce or cause odors that are detectible on adjacent property.
- (7) Any odors from hens, hen manure, or other hen-related substances shall not be perceptible beyond the property boundaries where the hens are kept. It is hereby declared a nuisance and it shall be unlawful for any licensee to allow such nuisance to exist beyond the boundaries of the licensed property.
- (8) All hen feed shall be kept in rodent proof containers until utilized for consumption by the permitted hens.
- (9) No licensee shall allow hens to make noise loud enough to annoy or disturb the comfort, health, peace, or repose of reasonable persons of ordinary sensibilities, and it is hereby declared a nuisance and it shall be unlawful for any licensee to allow such nuisance to exist.

(Ord. No. 19-42, § 1, 9-24-2019)

Sec. 14-164. - Right of entry for enforcement.

City officials shall be authorized to enter upon any premises where hens are kept, or where there is reason to believe hens are kept, in order to enforce the provisions of this article.

(Ord. No. 19-42, § 1, 9-24-2019)

Sec. 14-165. - Suspension, revocation, and nonrenewal of licenses.

- (a) Whenever a licensee violates or fails to act in conformity with the provisions of this article, any license for keeping hens may be suspended or revoked, or the city may refuse to renew the license, following notice and a hearing before the city manager.
- (b) If a license is revoked for any cause, no license shall be granted to the same licensee for keeping hens for a period of one year from the date of revocation.

(Ord. No. 19-42, § 1, 9-24-2019)

Sec. 14-166. - Summary suspension.

If the public works director or designee presents to the city manager sufficient evidence demonstrating probable cause to believe that the licensee has violated provisions of this chapter or has violated state or federal law, and that said violation possesses an immediate threat to the public health, safety or welfare, the city manager may, upon the issuance of a written order stating the reason for such conclusion, and without prior notice or hearing, order the licensed structure for the keeping of hens closed and the license issued pursuant to this chapter to be summarily suspended, pending a hearing and a determination regarding suspension or revocation. The licensee shall be provided a copy of the order and a notice of violation. A hearing shall be commenced not more than ten days following the entry of such order, unless the licensee shall agree to a longer period of time.

(Ord. No. 19-42, § 1, 9-24-2019)

Sec. 14-167. - Injunction.

Any violation of this article is hereby declared to be unlawful and a public nuisance. Upon request of the city manager, an action by the city attorney for injunctive relief may be commenced for the abatement, removal and enjoinder thereof in the manner provided by law. Application shall be made to such court or courts which have jurisdiction to grant such relief, to abate or remove such use and restrain and enjoin any person from using property contrary to the provisions of this article.

(Ord. No. 19-42, § 1, 9-24-2019)

Sec. 14-168. - Removal of structures.

Runs, coops and other enclosures used for the housing of hens shall be removed within 60 days of a licensee no longer keeping hens, upon a licensee no longer occupying the property for which a license for keeping hens was issued, or upon a license for the keeping of hens having expired or been revoked. All hens shall be removed within five days of a final determination regarding the suspension or revocation of license.

(Ord. No. 19-42, § 1, 9-24-2019)

INTERGOVERNMENTAL AGREEMENT FOR POLICE SOCIAL WORKER PROGRAM

THIS AGREEMENT made and entered into this _____ day of _____, 2024, by and between the COUNTY OF MCHENRY, a body politic and corporate of the State of Illinois (hereinafter "COUNTY") and the City of Harvard (hereinafter "Municipality").

WHEREAS, the MUNICIPALITY agrees to obtain the services of the COUNTY for purposes of providing twenty four (24) hour on call services, response to calls for service by a Police Social Worker (PSW), as well as consultation to and from the COUNTY and the MUNICIPALITY personnel;

WHEREAS, the COUNTY agrees to provide twenty-four (24) hour on-call services by a PSW for the MUNICIPALITY, response to calls for service by municipality as well as consultations with law enforcement officers to and from the COUNTY and the MUNICIPALITY personnel;

WHEREAS, the COUNTY and the MUNICIPALITY are authorized by the terms and provisions of the Intergovernmental Cooperation Act, 5 ILCS 220/1 et al., to enter into intergovernmental agreements, ventures, and undertakings to perform jointly and governmental purpose or undertaking either of them could do singularly.

NOW THEREFORE, in consideration of the foregoing and the covenants contained herein, the parties agree as follows:

1.0 TERM OF AGREEMENT

This agreement shall be from May 1, 2024 through April 30, 2028 the date of the signature of the parties notwithstanding, unless terminated by any party, with or without cause, upon not less than sixty (60) days written notice as provided in paragraph 6.0 of this agreement.

2.0 DUTIES OF THE COUNTY

- A. The COUNTY shall provide on call services from a Police Social Worker, response to calls for service and consultation services to the MUNICIPALITY on a twenty-four (24) hour per day basis, 365 days per year excepting leap year, in which case leap year on call, response services and consultation services shall be provided on a twenty-four (24) hour per day basis 366 days per year.
- B. The County, through the Police Social Worker, will aid in education, training of officers in mental health response in times of crisis.
- C. The COUNTY, in its discretion, reserves the right to determine who will be employed by the COUNTY. The MUNICIPALITY retains no employment rights or liability for employment of PSW to the COUNTY.

3.0 DUTIES OF MUNICIPALITY

- A. The MUNICIPALITY agrees to provide a private workspace for the PSW assigned to them with the COUNTY's PSW Program and to pay for the cost associated with such space. The MUNICIPALITY further agrees to maintain the MUNICIPALITY's space and any equipment in a clean and proper working order.

4.0 COMPENSATION

- A. The MUNICIPALITY shall pay the COUNTY a fee of **\$11,250.00** for the first year, payable in one payment by or on the 15th of July, 2024. The annual fee for each of the remaining year in this Agreement shall be due on the 15th of July, annually;
 - 1) During this agreement date, the MUNICIPALITY agrees to pay the following for:
 - a. Second year: **\$12,500.00**
 - b. Third Year: **\$13,750.00**
 - c. Fourth Year: **\$15,000.00**
- B. There shall be an annual increase for additional years following this contract to be determined by the end of this agreement date. Any additional fees as well as the annual increase will be calculated by the COUNTY after consultation with the PSW advisory council and considering the following:
 - 1) The MUNICIPALITY's percentage of operating costs based on the MUNICIPALITY's previous year's call for services data.
 - 2) Operating costs are based on the cost to the COUNTY for the Police Social Workers and percentage of the LCPC Supervisor, Admin Assistant and Program Director's salary and benefits (IMRF, SSA, Medicare, Insurance, and miscellaneous costs such as training and vehicle).
 - 3) A call for service is defined as: A telephone or radio request received by the COUNTY or an officer-initiated activity requiring interaction between the officer and County PSW.
 - a. This does not include "calls" that are viewed as more self-initiated in nature, such as business checks, subdivision checks, and traffic stops.
 - 4) Population of MUNICIPALITY/ service area.
 - a. Any extraordinary increase in population, calls for service, or activity by the MUNICIPALITY or if the MUNICIPALITY police department consolidates with additional entities for police services, this contract shall be reopened for negotiation of fees.

5.0 INDEMNIFICATION

- A. The MUNICIPALITY agrees to defend itself in any actions or disputes brought against the MUNICIPALITY in connection with or as a result of this agreement and to hold harmless and indemnify the COUNTY and its officers and employees from any losses, claims, expenses, actions or judgments, including reasonable attorney's fees, as a result of the negligence or acts of the MUNICIPALITY and MUNICIPALITY police department. The COUNTY shall hold harmless and indemnify the MUNICIPALITY and its officers and employees from any losses, claims, expenses, actions or judgments, including reasonable attorney's fees, as a result of the negligence or acts of the COUNTY in the performance of their duties under paragraph 2.0 of this agreement.
- B. The MUNICIPALITY and the COUNTY shall maintain for the duration of this agreement, and any extensions thereof, at their own expense, insurance that includes "Occurrence" basis wording and is issued by a company or companies qualified to do business in the State of Illinois, which generally require that the company(ies) be assigned a Best's Rating of "A" or higher with a Best's financial size category of class XIV or higher, or by membership in a governmental self-insurance pool, in at least the following types and amounts:
- 1) Commercial General Liability in a broad form, to include but not limited to coverage for the following where exposure exists: bodily Injury and Property Damage, Premises/Operations, Independent contractors, Products/Completed operations, Personal Injury and Contractual Liability; limits of liability not less than \$500,000 per occurrence and \$1,000,000 in the aggregate;
 - 2) Business Auto Liability, to include but not limited to, bodily Injury and Property Damage, including owned vehicles, hired and non-owned vehicles and employee non-ownership; limits of liability shall not be less than \$1,000,000 per occurrence, combined single limit for bodily injury liability and property damage liability; and
 - 3) Workers Compensation Insurance to cover all employees and meet statutory limits in compliance with applicable state and federal laws. The coverage must include Employer's Liability with minimum limits of \$100,000 for each incident.
- C. In reference to the insurance coverage maintained by the MUNICIPALITY and the COUNTY, such policies shall not be canceled, limited in scope, or non-renewed until after thirty (30) days written notice has been given to the other party. Certificates of Insurance evidencing the above-required insurance shall be supplied to the other party with ten (10) days of approval of this agreement.

- D. The MUNICIPALITY shall name the COUNTY as additional insured on all liability policies, which shall be pursuant to an additional insured endorsement in a form acceptable to the COUNTY. The MUNICIPALITY acknowledges that any insurance maintained by the COUNTY shall apply in excess of and not contribute to, insurance provided under the MUNICIPALITY's policy.
- E. The COUNTY shall name the MUNICIPALITY as an additional insured on all liability policies, which shall be pursuant to an additional insured endorsement in a form acceptable to the MUNICIPALITY. The COUNTY acknowledges that any insurance maintained by the MUNICIPALITY shall apply in excess of, and not contribute to, insurance provided under the COUNTY's policy.

6.0 TERMINATION

- A. Either party may, with or without cause, terminate this agreement upon not less than sixty (60) days written notice delivered by mail or in person to the other parties.
- B. The MUNICIPALITY shall be responsible for payment to the COUNTY for actual costs incurred through the proposed termination date. Said costs shall be calculated on a daily, pro-rated basis, based upon the contractual amounts cited above in paragraph 4.0 of this agreement. The COUNTY shall be responsible for the billing of said costs.
- C. The parties agree that they shall remain liable in accordance with paragraph 5.0 for all lawsuits filed for acts or omissions or any negligent, willful or wanton acts or omissions which occurred while a party to this Agreement.

7.0 NO ASSIGNMENT

Neither party shall assign this agreement without the prior written approval of the other party.

8.0 NO SUBCONTRACTORS

Neither party shall enter into subcontracts for any services provided for in this Agreement.

9.0 GOVERNING LAW

The parties agree this Agreement has been executed and delivered in Illinois and that their relationship and any and all disputes, controversies or claims arising under this Agreement shall be governed by the laws of the State of Illinois, without regard to conflicts of laws principles. The parties further agree that the exclusive venue for all such disputes shall be the Circuit Court of the 22nd Judicial Circuit of McHenry County, Illinois, and the parties hereby consent to the personal jurisdiction thereof.

10.0 NO DISCRIMINATION

No person shall be illegally excluded from employment rights in, participation in, or be denied the benefits of, the program which is the subject of this agreement on the basis of race, religion, color, sex, age, disability, sexual orientation, or national origin.

11.0 SEVERABILITY

The provisions of this agreement are severable. If any paragraph, section, subdivision, sentence, clause or phrase of this agreement is for any reason held to be contrary to law, or contrary to any rule or regulation having force and effect of law, such decision shall not affect the remaining portions of this agreement.

12.0 NO AGENCY

The parties agree that nothing contained is intended or should be construed as in any manner creating or establishing a relationship of co-partners between the parties, or constituting the MUNICIPALITY (including its officers, employees and agents) as agents, representatives, or employees of the COUNTY for any purpose, or in any manner, whatsoever. Similarly, nothing contained herein is intended or should be construed as in any manner creating or establishing a relationship of co-partners between the Parties, or constituting the COUNTY (including its officers, employees and agents) as agent, representatives of the MUNICIPALITY, for any purpose, or in any manner, whatsoever.

13.0 NOTICES

A. The MUNICIPALITY agrees to promptly notify the COUNTY in writing of:

- 1) Any decision to terminate this agreement,
- 2) The receipt of notice of any claim or lawsuit involving the services provided under this agreement, and
- 3) The receipt of any written or verbal requests for inspection and/or copying of any documents relating in any manner whatsoever to the services provided by the COUNTY or the MUNICIPALITY under this agreement as well as the MUNICIPALITY or the MUNICIPALITY's police department's proposed response thereto.

B. All notices permitted or required under this agreement shall be transmitted only by personal delivery or by first class, certified or registered United States Mail to the following persons at the addresses stated:

To the COUNTY: Peter Austin, County Administrator
County of McHenry
2200 N. Seminary Ave.
Woodstock, IL 60098

To the MUNICIPALITY: _____, Board President
MUNICIPALITY of the CITY of HARVARD
201 W. Diggins St.
Harvard, IL 60033

14.0 ENTIRE AGREEMENT

- A. It is understood and agreed that the entire agreement of the parties is contained herein and that this agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof.
- B. Any alterations, amendments, deletions or waivers of the provisions of this agreement shall be valid only when expressed in writing and duly signed by the parties.

IN WITNESS WHEREOF, the parties have hereunto set their hand as written below:

MUNICIPALITY of the CITY of HARVARD

By: _____
_____, President

Date: _____

MUNICIPALITY of the CITY of HARVARD

COUNTY OF MCHENRY

By: _____
Michael Buehler, Chairman
McHenry County Board

Date: _____

ATTEST:

Joe Tirio
McHenry County Clerk

Date: _____

MCHENRY COUNTY TAX AGENT

TELEPHONE (618) 656-5744 141 ST. ANDREWS AVENUE
TOLL FREE (800) 248-2850 P.O. BOX 96
FACSIMILE (618) 656-5094 EDWARDSVILLE, ILLINOIS 62025

December 18, 2023

City of Harvard
201 West Diggins Street
Harvard, IL 60033

Transaction Number: 1223910
Parcel Number: 01-35-383-009
Property Address: 503-B S. EASTMAN ST.

Dear City of Harvard,

Enclosed is a purchase contract to enable the City of Harvard to acquire the requested parcel. The purchase price is based upon the minimum cost of acquisition and conveyance thru the county's Tax Liquidation Program.

Please return **the signed contract** along with a check in the amount of \$814.00 payable to the McHenry County Trustee Payment Account to the address shown above. This amount is made up of \$750.00 for purchase plus \$64.00 for recording.

Upon approval by the County Board Chairman, we will return an acknowledged copy of the purchase contract and process the conveyance. If this property is being purchased for demolition, please notify the Assessor in your county and apply for an exemption when the demolition is complete. If you have any questions, please contact me.

Sincerely yours,

Kim Wildhaber

Kim Wildhaber

TRANSACTION NO. 1223910



PURCHASE CONTRACT

SELLER: McHenry County, As Trustee **PURCHASER:** City of Harvard

SUBJECT PROPERTY: 01-35-383-009
PROPERTY ADDRESS: 503-B S. EASTMAN ST.

TOTAL CONSIDERATION (Purchase Price + Recording Fee): \$814.00

SELLER agrees to sell and PURCHASER agrees to purchase, the SUBJECT PROPERTY for the TOTAL CONSIDERATION payable on execution hereof.

SELLER will convey and quitclaim the SUBJECT PROPERTY to PURCHASER within 90 days after the date hereof. The deed will be returned to PURCHASER directly from the Office of the Recorder of Deeds after recording.

SELLER makes no warranty or representation, of any kind or nature, as to the condition of title to the SUBJECT PROPERTY or as to the physical condition of any improvement thereon, each of which PURCHASER accepts "as is" and with all faults.

SELLER hereby grants to PURCHASER all of SELLER'S right of possession of the SUBJECT PROPERTY and any improvement thereon, and PURCHASER assumes such right of possession and the risk of loss or damage to any such improvement, and agrees to hold SELLER harmless and indemnified from any claim arising out of the condition thereof, as of this date. No personal property is sold or purchased hereunder.

PURCHASER hereby assumes all taxes and assessments upon the SUBJECT PREMISES beginning January 1, 2024.

PURCHASER may, at its expense and option, obtain such title reports and surveys as to the SUBJECT PREMISES as PURCHASER may desire. PURCHASER shall advise SELLER in writing within 30 days after date hereof concerning any defect in the condition of title disclosed by such reports or surveys and rendering the title unmarketable. In the event of such notice, the conveyance to PURCHASER shall be delayed pending SELLER'S efforts to resolve the same. In event SELLER is unable or unwilling to cure such defects within a reasonable time after notice thereof, PURCHASER may elect to cancel and terminate this agreement and the rights and obligations of the parties hereunder; and in such event, SELLER shall refund to PURCHASER all sums paid hereunder if PURCHASER shall so elect. Failure to notify SELLER of any objectionable title defect as above said shall constitute a waiver thereof.

PURCHASER shall indemnify and hold harmless Seller from all loss, including attorney fees & costs, Seller incurs related to any claim made pursuant to the principles stated in Tyler v. Hennepin Cnty., Minnesota, 143 S. Ct. 1369 (2023).

Neither of the parties hereto may assign or delegate the rights or obligations of such party hereunder without the prior express written consent of the other. All notices to the parties concerning the subject hereof shall be transmitted to the addresses set forth below their respective signatures.

Dated this _____ day of _____, 2023.

SELLER:

PURCHASER:

By: _____

By: _____

SELLER ADDRESS:
c/o Delinquent Tax Agent
P. O. Box 96
Edwardsville, IL 62025-0096

PURCHASER ADDRESS:
City of Harvard
201 West Diggins Street
Harvard, IL 60033

City of Harvard Memo

To: Members of the Administration Committee
From: Debi Bejot
Date: 01/10/2024
Re: Turtle Crossing Money Market Account

The Turtle Crossing Money Market bank account was established at the time of the TC Development project, from funds paid by the original Developer. As we know, the Developer went bankrupt and the subdivision development slowed significantly. The funds have remained in this checking account for numerous years, as they are reserved to be applied toward this subdivision.

Over the years, periodic development has been taking place by individual lot owners or small builders. These builders are responsible for the subdivision improvements (sidewalk, curb cut, etc.) for each of their respective lots. Therefore, up until this point, TC funds have not been needed to make the subdivision improvements.

Because the original funding of this account was earmarked for the TC Subdivision, these original funds should remain in the account for possible further improvements to the area. However, since the original dissolution of the development, the account has accumulated quite a bit of interest through the management of the funds by City Staff. Following is a breakdown of the interest earned by the fund over the past 14 years:

- Final Balance of Fund upon Developer Bankruptcy: \$216,363.58 (2011)
- CD Opened June, 2011 in the above amount – interest earned = \$8,489.23
- CD funds moved to a Money Market account in May, 2013 in the amount of \$224,849.81
- Since MM inception to date (December 2023), interest earned = \$41,742.94
- Current TC MM balance = \$\$266,592.75

It is proposed that at this time, the accumulated interest be re-allocated back into the community, by being used to fund the start-up of the Revolving Loan Interior Improvements (also for consideration at Jan 10 meeting). If approved, the amount of \$50,232 can be manually transferred from the TC MM account to the Revolving Loan account, and RL interior project can begin. Current Revolving Loan Account balance (as of December 2023 is \$169,269.42. A transfer would bring this total to \$219,401.42.

Respectfully Submitted,

From: Lou Leone
Sent: Friday, January 05, 2024 2:05 PM
To: Lori Moller
Subject: FW:
Attachments: OMA remote meeting attendance.childcare obligations.ord.docx

Please add to the Council agenda

Lou Leone
City Administrator
201 West Diggins Street
Harvard, Illinois 60033
Phone: (815)943-6468 ext. 103
Cell: (815)839-3031
Fax: (815)943-4556



From: Timothy Clifton <tclifton@zrfmlaw.com>
Sent: Friday, January 5, 2024 1:53 PM
To: Mayor <mayor@cityofharvard.org>; Lou Leone <Leone@cityofharvard.org>
Subject:

Gentleman:

Hope you guys have a nice weekend. Attached please find an update that we are pushing out to all of our municipal clients to keep our codes, especially as it pertains to Open Meetings Act, as up to date as possible.

Effective at the end of July of 2023, the Open Meetings Act was amended to permit remote attendance at public meetings to add unexpected childcare obligations as another basis for remote attendance in addition to (1) Personal illness or disability; (2) Employment purposes or City business; or (3) A family or other emergency. I don't know why that couldn't have fallen under "family or other emergency" – but there must have been an issue somewhere that it came up, so now that is a permitted basis for attending remotely. If the City wants to add this additional basis to its rule, the City needs to pass an ordinance updating your code to bring it into consistency with the four state law reasons for remote attendance. The attached ordinance does that, and the attached memo to the Council explains the basis for the ordinance.

Please let me know if you have any questions about this.

Thanks.

ORDINANCE NO. 2023 - XXX

An Ordinance Amending the City's Code at Chapter 2, Section 2.05 Regulating Electronic Attendance at Public Meetings

WHEREAS, the City of Harvard is an Illinois municipal corporation organized and operating under the Illinois Municipal Code, 65 ILCS 5/1-1-1 et seq.;

WHEREAS, the State of Illinois has amended the Illinois Open Meetings Act, at 5 ILCS 120/7 by Public Act 103-0311 to add "unexpected childcare obligations" as an additional basis for permitting attendance by members of public body by means other than physical presence; and

WHEREAS, the City Council wishes to update the City's Code to add this basis to its own code in order to facilitate remote participation by members of the City's public bodies in the event they have unexpected childcare obligations.

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

SECTION 1: The foregoing recitals shall be and are hereby incorporated as findings of fact as if said recitals were fully set forth herein.

SECTION 2: Chapter 2, Section 2.05.H.2.b, regarding electronic attendance at public meetings, of the City's Code shall be amended to as follows (with the new language shown as underscored and old language struck out):

b) The member must assert one of the following ~~three~~four reasons why he or she is unable to physically attend the meeting: 1) the member cannot attend because of 1) personal illness or disability; or ~~the member cannot attend because of 2)~~ employment purposes or the business of the city; or ~~the member cannot attend because of a 3)~~ family or other emergency; or 4) unexpected childcare obligations;

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 Lori Moller

Passed:

Approved:

Published: In Pamphlet Form

City of Harvard Memo

To: Members of the Administration Committee

From: Debi Bejot

Date: 1/10/24

Re: Park Deficit Budget Amendment

Per Committee/Council approval, following is the budget amendment required to meet Auditor Recommendations in clearing the Park Fund Deficit:

GL Number	Description	Debit	Credit
01-00-11010	General Fund Cash		\$752,200
01-01-57000	Transfer Out	\$752,200	
04-00-11010	Park Fund Cash	\$752,200	
04-00-44820	Transfer In		\$752,200

Respectfully Submitted,

ORDINANCE NO. 2024 -

An Ordinance Amending Ordinance 2023-111, An Ordinance Approving the City of Harvard Annual Budget for Fiscal Year 2023/2024

WHEREAS, on April 25, 2023, the Mayor and City Council of the City of Harvard passed Ordinance 2023-111, *An Ordinance Approving the City of Harvard Annual Budget for Fiscal Year 2023/2024*; and

WHEREAS, since the passage of Ordinance 2023-111 it has been determined that changes in certain line items need to be made to relative to the Police Pension Fund.

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

SECTION 1: Ordinance 2023-111 shall be amended for Fiscal Year 2022/2023 as follows:

GL Number	Description	Debit	Credit
01-00-11010	General Fund Cash		\$752,200
01-01-57000	Transfer Out	\$752,200	
04-00-11010	Park Fund Cash	\$752,200	
04-00-44820	Transfer In		\$752,200

SECTION 2: 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 3: All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

SECTION 4: 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:

Michael Kelly, Mayor

(SEAL)

ATTEST: _____
Lori Moller, City Clerk

Passed:

Approved:

Published: In Pamphlet Form

CERTIFICATION

I, LORI MOLLER, 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 23rd day of January, 2024, the foregoing Ordinance entitled *An Ordinance Amending Ordinance 2023-111, An Ordinance Approving the City of Harvard Annual Budget for Fiscal Year 2023/2024*, was duly passed by the Mayor and Aldermen of the City of Harvard.

The pamphlet form of Ordinance No. 2023-129 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 25th day of October, 2023, and will continue for at least 10 days thereafter. Copies of such Ordinance are 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 _____, 2024.

Lori Moller, City Clerk
City of Harvard,
McHenry County, Illinois

(SEAL)

ORDINANCE NO. 2024 -

An Ordinance Amending Chapter 20, City Fees and Charges to create a New Subsection 20.09 Entitled Chartered Transportation Drop-Off License for the Harvard Municipal Code

BE IT ORDAINED by the Mayor and City Council of the City of Harvard, McHenry County, Illinois, as follows:

WHEREAS, the immigration crisis in the United States involving a large influx of refugees and immigrants without family, jobs, housing or other resources has placed a significant demand on the resources needed to support these individuals in the communities in which they have arrived;

WHEREAS, some bus services have been retained to drop off large numbers of these individuals – including children – without warning at unpredictable hours and in all weather conditions in a manner that leaves the individuals exposed to great risks, and the communities in which they arrive unprepared to assist them adequately.

WHEREAS, the City of Harvard cannot safely and effectively address a sudden and unexpected arrival of large volumes of individuals in need of assistance; and

WHEREAS, the City of Harvard is concerned about the safety and welfare of any potential passengers that would arrive unexpectedly in our community; and

WHEREAS, the City of Harvard has confirmed that it is in the best interest of the health, safety and welfare of the City of Harvard and its residents to coordinate the arrival of any large influx of refugees or immigrants, rather than responding on an emergency basis to unexpected drop-offs at all hours of the day or night and in all weather conditions.

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

SECTION 1: The foregoing recitals shall be and are hereby incorporated as findings of fact as if said recitals were fully set forth herein.

SECTION 2: Chapter 20, *City Fees and Charges*, shall be amended to create a new Section 20.09 entitled, *Chartered Transportation Drop-Off License*, that shall provide as follows:

20.09 CHARTER TRANSPORTATION DROP-OFF LICENSE:

A. Applicability.

This Section 20.09 applies to each person engaged in the operation of a Commercial Motor Vehicle which results in the disembarking of six (6) or more passengers in the City other than on a predictable and recurring basis, that does not follow a schedule that is published in advance and available to the public, or does not provide service open to the public in exchange for paying a fare (a “Drop Off Commercial Motor Vehicle”).

“Commercial Motor Vehicle” as used in this Section 20.09 means a self-propelled vehicle of any make, model or size, used on public streets, highways and/or property, in interstate and intrastate commerce, to transport six (6) or more passengers. This Section 20.09 does not apply to school bus service or other bus services providing local services to educational institutions, nor shall it apply to the disembarking of passengers arriving in the City for purposes of participating in a City sponsored event, a commercial undertaking at a City business or businesses, or a private event sponsored by an individual or individuals such as a wedding or party for which transportation has been arranged. The intent of this Section 20.09 is to protect the health, safety, and welfare of the City and its residents by ensuring that when large numbers of individuals are dropped off in the City without housing or other resources, that the City is prepared to respond to such influx of a population in need of housing or other services.

B. Requirement to Coordinate Drop-Offs with the City Administrator.

(1) Application to Coordinate Drop-off Required. The owner, operator, or driver of any Drop Off Commercial Motor Vehicle shall file an application with the City Administrator. The completed application shall contain all required information set forth in subsection B(2) herein and shall be submitted at least (5) calendar days prior to the date of the proposed disembarking date.

(2) Information Required in Application to Coordinate Drop-Off. The City Administrator or designee shall prepare an application form which shall, at a minimum, require the following information:

(a) The full name, full address, and land-line and mobile telephone numbers of the owner, operator, and driver of the Drop Off Commercial Motor Vehicle.

(b) The full name, full address, mobile and land-line telephone numbers of the entity or individuals that have either directed, paid for, or financed the transport of persons who will disembark in the City.

(c) The name, address, or location in the City in which the applicant proposes to allow passengers to disembark.

(d) The date and time at which the applicant’s passengers will disembark in the City which shall only be from 7:00 a.m. to 4:00 p.m. on a Monday through Friday, excluding any federal, state, or City holidays.

(e) The name and address of all locations from which all the passengers are being picked up for transport to the city.

(f) Applicants are required to provide a detailed plan identifying how the disembarking passengers will be cared for, housed and fed, either temporarily or permanently, upon disembarking in the City. Such application shall include the full names, full addresses, and landline and mobile telephone numbers of all persons who will be present at the date and time of the disembarking and responsible for the care, housing and feeding of the passengers.

(g) Any additional information the City Administrator may require, provided that such information is related to the intent of this Section as described herein.

(3) Review of Application to Coordinate Drop-Off.

(a) Subject to the provisions of subsection (3)(b) below, upon receipt of an application pursuant to this Section, the City Administrator shall verify its truth and authenticity. If the application is not complete, the City Administrator shall, in writing, advise the applicant of the additional items needed to complete the application. Within four (4) calendar days after receiving a completed application, the City Administrator shall inform the applicant that the application is approved for the stated location, date and time, unless the City Administrator has received bona fide information that the application contains materially false information or unless the City Administrator proposes an alternative date, time or location pursuant to subsection (3)(b) below.

(b) The City Administrator may propose an alternative date and time if the City Administrator finds that the interests of the health, safety and welfare of the City may be compromised by the originally proposed location, date and time, provided that such alternative location, date and time shall not be more than 24 hours before or after the proposed date and time. The City Administrator may also produce as a alternative location for any drop-off, the train station closest to the City to ensure that any individuals dropped off by the bus have ready access to alternative means of transportation. Any applicant who does not accept a proposed alternative date, time or location may appeal the decision to the City Council.

(c) Upon approval of an application, the City Administrator shall provide the applicant, or a person designated thereby, with a written one-time permit at no cost and with a telephone number to coordinate the arrival of the motor vehicle in the City.

(d) If the City Administrator denies an application made under this Section 20.09, the City Administrator shall reduce his or her findings to writing and transmit the same to the applicant within five (5) calendar days. The applicant may submit a new application or may appeal the decision to the City Council.

(e) Disqualification. The City Administrator shall not approve an application from any person who has supplied materially false or misleading information in connection with an application made under this article.

C. Penalty.

Any person, corporation, firm, or partnership found guilty of violating any provision of this Section shall be fined \$750 per individual passenger that disembarks from a Drop Off Commercial Motor Vehicle in violation of this Section and be responsible for the City's cost of prosecution, including reasonable attorney fees. Each day that a violation continues shall be considered a separate offense.

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 ten days after its passage, approval and publication in pamphlet form (which publication is hereby authorized) as provided by law.

Voting Aye:

Voting Nay:

Abstain:

Absent:

APPROVED:

Mayor Michael P. Kelly

(SEAL)

ATTEST: _____
City Clerk Lori Moller

Passed: _____

Approved: _____

Published: _____

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

I, LORI MOLLER, do hereby certify that I am the duly appointed, 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 City Council of said City of Harvard.

I do further certify that at a regular meeting of the Mayor and City Council of the City of Harvard, held on the _____ day of _____, 2024 the foregoing Ordinance entitled, *An Ordinance Amending Chapter 20, Licenses and Permits to create a New Subsection 20.09 Entitled Chartered Transportation Drop-Off License for the Harvard Municipal Code* was duly passed by the Mayor and City Council of the City of Harvard.

The pamphlet form of Ordinance No. _____, including the Ordinance and a cover sheet thereof, was prepared, and a copy of such Ordinance was available in the City Hall, commencing on the _____ day of _____, 2024, and will continue for at least 10 days thereafter. Copies of such Ordinance are 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 seal of the City of Harvard, this__ day of_____, 2024.

Lori Moller, City Clerk
City of Harvard,
McHenry County, Illinois

(SEAL)

DEPARTMENT OF PUBLIC WORKS

900 W. BRINK STREET
HARVARD, IL 60033



To: Mayor and City Council

From: Rob Lamz, Superintendent of Public Works

Date: January 18, 2024

Re: Quality Based Selection Process for IDOT – Federal and State Funded Projects, Policy, and Procedures

Pursuant to the provisions of the Brooks Act (40 USCS § 1101, et seq.), the Local Government Professional Services Selection Act (50 ILCS 510/0.01, et seq.), and other applicable laws, the City is required to perform a Qualification Based Selection (“QBS”) process before retaining any professional engineer or engineering firm to provide consulting services on public projects depending on the source of the funding.

The Illinois Department of Transportation has recently amended their Bureau of Local Roads Manual to “allow a local agency (the City) to locate a qualified consultant to undertake a project, then through negotiations, engage the consultant to provide the creative and technical work required at a fair and reasonable cost.”

IDOT has elected to make the QBS process a requirement moving forward on Federal and State funded projects, unless the total engineering costs are expected to be less than \$40,000, or when an emergency exists. The policy and procedures attached will satisfy the minimum requirements established by the Illinois Department of Transportation and allow the City to have the greatest flexibility and least amount of impact to staff workloads. This process is not unique, nor is the process unfamiliar to staff, and therefore should not impact current procedures greatly.

This process allows for the selection of the most qualified design professional and allows staff to interview and negotiate the scope of services and the costs with the preferred firm. Secondly, it enhances the likelihood of securing the best firm for the project, as Federal and State funded project design costs are typically regulated by the controlling agency. This process does not apply to projects funded locally or with only MFT funding.

The City does not currently have any written policy setting forth the procedure that must be followed when the City engages in a QBS process. This memo and attachment are to seek approval and adoption of an official QBS process.

Attachments:

Qualification Based Selection Policy and Procedure

Ordinance Adopting Qualification Based Selection Policy and Procedure

ORDINANCE NO. 2024-XXX

AN ORDINANCE APPROVING A QUALIFICATION BASED SELECTION PROCESS FOR FEDERAL AND STATE FUNDED PROJECTS

WHEREAS, the Federal Highway Administration and the Illinois Department of Transportation has issued regulations related to the selection of design professionals, such as; architects, engineers, and land surveyors, and;

WHEREAS, the City Council has determined that it is in the best interest of the City to adopt a Qualification Based Selection policy and procedure, a copy of which is attached hereto, which will also comply with the requirements of the Brooks Act, Federal Statute 23 CFR 172, State Statute 50 ILCS 510/8 and the Illinois Department of Transportation, Bureau of Local Roads Manual.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Harvard, Illinois, that this Ordinance shall be in full force and effect from and after its date of passage and approval as required by law.

Aye: XXX

Nay: XXX

Absent: None

Abstain: None

APPROVED:

Mayor Michael P. Kelly

(SEAL)

ATTEST: _____

City Clerk Lori Moller

Passed: January 23, 2024

Approved: January 23, 2024

Published: In Pamphlet Form

CERTIFICATION

I, Lori Moller, do hereby certify that I am the duly appointed, acting and qualified Clerk of the City of Harvard, Illinois, and that as such Clerk, I am the keeper of the records and minutes and proceedings of the Mayor and City Council of said City of Harvard.

I do further certify that at a regular meeting of the Mayor and City Council of the City of Harvard, held on the 23rd day of January, 2024, the foregoing Ordinance entitled, ***An Ordinance Adopting a Qualification Based Selection Policy and Procedure***, as duly passed by the Mayor and City Council of the City of Harvard.

The pamphlet form of Ordinance No. 2024-XXX including the Ordinance was prepared, and a copy of such Ordinance was available in the City Hall, commencing on the _____ day of January, 2024, and will continue for at least 10 days thereafter. Copies of such Ordinance are 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 seal of the City of Harvard this _____ day of _____, 2024.

Lori Moller, City Clerk
City of Harvard,
McHenry County, Illinois

(SEAL)



City of Harvard Quality Based Selection For Federal Funded Engineering and Professional Services

When the City of Harvard (City) receives federal or state funds for consultant related engineering services, the City shall utilize their Quality Based Selection (QBS), which meets the requirements of 23 CFR 172 and the Brooks Act. These policies and procedures, as adopted by the City, substantially follow Section 5-5 of the Illinois Department of Transportation (IDOT) Bureau of Local Roads and Streets (BLRS) Manual, and specifically Section 5-5.06(e), and therefore separate approval from IDOT is not required.

I. Responsibility

The CITY QBS policy and procedures assigns responsibility to the following personnel within the CITY for the procurement of consultant engineering services, negotiations with the selected consultant engineering firm, and administration of the contract for projects utilizing federal funding, as described herein:

- **City Clerk:** Posting of public notice for consultant engineering services in the form of a Request for Qualifications (RFQ). This will be accomplished at a minimum of posting on the City's website but may include a local newspaper as well; Recipient of consultant submittals in response to the RFQ.
- **City Administrator:** Point of contact for questions from potential respondents to the RFQ; Selection committee member; Lead negotiator with the selected consultant; Project Administrator (PA) after IDOT authorization to proceed.
- **Public Works Superintendent:** Selection committee member; Assistant negotiator with the selected consultant.
- **Mayor:** Administrative oversight. Approval of the selection committee results; Approval of the negotiated consultant contract for submittal to IDOT.

II. Public Notice

When developing the public notice for consultant engineering services, the CITY will include the following information, with additional items as necessary when unique circumstances exist.

- Overall project description including the anticipated need, purpose, and objective of the project;
- The scope of engineering services being requested and any expected unique challenges;
- The desired timetable for the engineering services being requested;
- Identify any specific qualification requirements;
- Minimum submittal requirements from interested consultant engineering firms.

City of Harvard, Illinois
Quality Based Selection (QBS) Policy and Procedures

- Submittal instructions and due date;
- Instructions for retrieving available background information and submitting questions.

The CITY will post the public notice on the CITY website [<http://www.cityofharvard.org>] at a minimum, with option to publish an ad in a newspaper with appropriate circulation. The public notice will be advertised for at least 14 days prior to the due date for consultant submittals.

The CITY will require each responding consultant to submit one electronic submittal in pdf format and/or two (2) hard copies of their response to the RFQ for review by the selection committee. For consistency and to facilitate manageable review time, the CITY will require that all submittals be single-sided and limited to a maximum of 15 pages, not including front and back covers, table of contents, and tabs.

III. Review of Consultant Submittals

Selection Committee: The CITY will appoint a minimum of two (2) person selection committee for reviewing all consultant submittals. The selection committee members will include the Public Works Superintendent and City Administrator. The selection committee members must certify that they do not have a conflict of interest prior to completing their review of the consultant submittals, in compliance with the IDOT BLRS Manual, Section 5-5.04. If a replacement member of the selection committee is required, the replacement will be appointed by the Mayor.

Evaluation Factors: The CITY Administrator will establish the evaluation factors for reviewing the consultant submittals for each project. The evaluation factors will typically include the criterion listed below, which complies with the weighting range guidance in Section 5-5.06(d) of the IDOT BLRS Manual.

- Experience/Capability of Project Team
- Proposed project understanding and approach
- Experience with IDOT Local Roads & other IDOT Bureaus as needed
- Past performance with City of Harvard
- Firm Available Manpower

These evaluation factors may vary from one project to another depending on unique project requirements or conditions that may be present. In addition, any required DBE, past performance/local presence combined will not be more that 10%.

Scoring of Consultant Submittals: Each member of the selection committee will provide an independent score for each proposal. For each consultant proposal, the scores will range from 0 (lowest in comparison to others) to 10 (highest in comparison to others) for each criterion, with the overall score based on the weight assigned for each criterion.

Final Scoring of Short-Listed Consultants: The selection committee member scores are averaged for an overall committee score which is used to establish a short list of three firms. The overall committee score for the short-listed firms is adjusted based on selection committee discussion, and any additional information gained from interviews of the short-

City of Harvard, Illinois
Quality Based Selection (QBS) Policy and Procedures

listed firms, to determine the final scoping of the consultant submittals and the selected consultant. However, on a typical basis, the CITY does not anticipate the need for interviews.

If less than three (3) consultant submittals are received, then the CITY will request IDOT approval that the QBS procedures followed are acceptable, before proceeding with final scoring of consultant submittals received.

Suspension and Debarment: The CITY will ensure the eligibility of the short-listed consultants before the final selection committee scores are prepared, by reviewing SAM Exclusions, IDOT's CPO's website and the three other state CPO's websites for suspensions and/or debarment actions.

IV. Contract Negotiation

The CITY will require a two (2) person team to negotiate with the selected consultant. The CITY negotiation team will consist of the Public Works Superintendent and the City Administrator; however, members of the negotiation team may delegate this responsibility to staff members. The negotiation team will review the contract costs and the indirect cost rates to assure they are compliant with Federal cost principles prior to submission to IDOT.

V. Project Administration

The Project Administrator (PA) for the CITY will be the City Administrator. The CITY PA will monitor work on the project in accordance with the contract and provide status reports with the Mayor and City Council if requested. The CITY PA may prepare a written evaluation of the consultant's work at the end of each project. These reports are maintained in the CITY consultant information database. The CITY will follow IDOT's requirements, including the required submission of BLRS Form 05613 to the IDOT district at contract close-out along with the final invoice.

The CITY PA will be required to review and approve all invoices submitted by the consultant prior to payment and submission to IDOT for reimbursement.