

**AGENDA**  
**REGULAR CITY COUNCIL MEETING**  
**TUESDAY, FEBRUARY 27, 2024 – 7:00 PM**  
**201 W. DIGGINS ST., HARVARD**

1. Call meeting to order
2. Roll Call
3. Public Comment
4. Transportation Committee Meeting Minutes January 16, 2024
  - *Committee action to approve the minutes as presented.*
5. Administration Committee Meeting Minutes February 8, 2024
  - *Committee action to approve the minutes as presented.*
6. Community Development Committee Meeting Minutes February 12, 2024
  - *Committee action to approve the minutes as presented.*
7. 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 or member of the public 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 January 23, 2024
  - b. Administration Committee Meeting Minutes February 8, 2024
  - c. Park Board Meeting Minutes of January 15, 2024
  - d. Planning & Zoning Commission Meeting Minutes of February 6, 2024
  - e. Transportation Committee Meeting Minutes of January 16, 2024
  - f. Administrators Report
  - g. Community Development Department Report
  - h. Harvard Diggins Library Directors Report
  - i. Parks & Recreation Report
  - j. Police Department Report
  - k. Public Works Department Report
  - l. Utilities Department Report
  - m. Accept resignation of Cindy Reese from the Harvard Diggins Library Board and appoint Ivy Talaga to fill said vacancy.
  - n. Appoint Jay Wolf to the Tree Board
  - o. Realignment of the Park Board and Transportation Committee
  - p. Resolution Declaring the 83rd Harvard Milk Days 2024 a Legal Holiday Weekend
  - q. Resolution to Close Route 173 between Jefferson St. and Division St. for the Harvard Milk Days Parade on June 1, 2024
8. Individual Action Consent Agenda Items
    - *City Council Action on any item removed from the consent agenda.*
  9. Payment of Bills
    - *Action requested is to approve payment of the bills in the amount of \$198,871.49.*

10. Appointment/Oath of Office to Fill a Vacancy on the Planning/Zoning Commission
  - *Action requested is to approve Mayor Kelly's recommendation to appoint Elvis Patnaude to fill a vacancy on the Planning and Zoning Commission with a term to expire April, 2027.*
11. Planning & Zoning Commission Recommendation – February 6, 2024
  - *The Planning and Zoning Commission recommends approval of the petition of Alfredo Bahena, Gator New & Used Auto Parts LLC (Petitioner) and John Stricker (Property Owner). The petitioner is seeking a conditional use to operate an Auto Parts Recycling business at 10 S. Jefferson St. Will require City Council action to approve, modify or reject the Commission's recommendation.*
12. Resolution Regarding CMAP's Report Entitled Plan of Action for Regional Transit (PART)
  - *Action requested is to adopt the resolution as presented.*
13. Mayor's Monarch Pledge
  - *The Mayor's Monarch pledge supports the National Wildlife Federation initiative to create habitat for pollinators. Action requested is to approve the pledge commitment for 2024.*
14. Strategic Vision
  - *Action requested is to adopt the Strategic Vision & Goals 2024-2026.*
15. PFAS/PFOS Water Supply Class Action
  - *Action requested is to authorize the City Administrator/Mayor's actions to opt-in to the products liability settlement agreements associated with PFAS/PFOS contamination of drinking water.*
16. Shadow Creek Development LLC - Development Agreement
  - *Action requested is to approve an agreement with Shadow Creek Development LLC to reduce the building permit fee to \$5,500 per home, with 4 homes built in 2 years and authorizing the Mayor's execution of the agreement.*
17. Zoning Map Update
  - *Action requested is to approve the proposed ordinance adopting the 2024 Zoning Map and authorizing the City Clerk to publish in the Northwest Herald.*
18. Administration Committee Recommendation – Water Tower Program
  - *Action requested is to approve the Committee's recommendation to enter into a contract with Maguire Iron for a 10 year water tower asset management program.*
19. Administration Committee Recommendation – Lead Water Service Line Inventory/Replacement Program.
  - *Action requested is to approve the Committee's recommendation to approve the proposal from Christopher B. Burke Engineering to assist the City in completing the Lead Water Service Line Material Inventory and to develop the Initial Lead Water Service Line Replacement Plan at a cost of \$32,636; the 50% upfront cost will be paid through the sewer/water tap on fund to be replaced when grant funds are received.*
20. Administration Committee Recommendation – Milky Way Park Pit/Pump
  - *Action requested is to approve the Committee's recommendation to move forward with the Milky Way Park Pit/Pump Project with Hartwig Mechanical, Inc., in the amount of \$32,515.*
21. Administration Committee Recommendation – Surplus Property
  - *Action requested is to approve the Committee's recommendation to adopt the proposed ordinance Declaring Surplus Property.*

22. Administration Committee Recommendation – City Clerk Appointed Position
  - *Action requested is to approve the Committee’s recommendation to adopt a Resolution Authorizing a Binding Public Question on the November 5, 2024, General Election Ballot on the Question of Appointing the City of Harvard Clerk.*
23. Community & Economic Development Recommendation – City Logo
  - *Action requested is to approve the Committee’s recommendation to adopt a new City logo.*
24. Community & Economic Development Committee Recommendation – RFP Internet Feasibility Study
  - *Action requested is to approve the Committee’s recommendation approve the RFP as presented.*
25. Park Board Recommendation - Soccer Field Landscaping
  - *Action requested is to approve the Park Board’s recommendation to move forward with the soccer field landscaping with Summerview Landscapes Inc., in the amount of \$6,300.*
26. Park Board Recommendation - Fee Waiver Request
  - *Harvard Jr. Hornets Soccer is a non-profit youth sports organization. They are requesting a waiver of park fees. Action requested is to approve or deny the request.*
27. Department Head Reports
28. Committee Reports
29. Treasurer’s Report
30. Attorney’s Report
31. Administrator’s Report
32. Clerk’s Report
33. Mayor’s Report
34. Adjournment

**TRANSPORTATION COMMITTEE MEETING MINUTES**  
**January 16, 2024 - 6:30 pm**

Chairman Gorman called the Transportation Committee Meeting to order at 6:30 pm. Committee members present: Chairman Charlie Gorman, Alderwoman Lisa Haderlein, Alderman John Lavalley and Alderman Matt Perkins. Also present were Mayor Kelly, Public Works Supt. Rob Lamz and Gary Rozwadowski, Christopher Burke Engineering.

**Citizen Comments Regarding Items Not on the Agenda**

None

**Project Updates – Public Works**

**Ayer Street Streetscape Project**

Rob updated the Committee on the project which is complete except for striping, repair of a B-Box and raveling road conditions in a couple spots. The contractor is hoping to use infrared for the raveling road repairs rather than coring out/replacement; to be evaluated after the winter. Plants have been relocated from Harmilda's corner to the area. Rob and Darrell are trying to bring different types of trees to the area for some diversity to the downtown. Streetscape and landscaping will be completed in the spring. Issues with the contractor included several delays, a change in project manager halfway through the project, and project cost.

**US Route 14**

Rob reported that IDOT is resurfacing US Route 14 from the south end of town through the north end and going east on Route 173. IDOT is adding crossings at Jefferson and Garfield, at the City's request; they will be signed and stop barred for crossings. IDOT is also calling out a failing sanitary structure at Garfield and Diggins as a replacement plan.

**Road and Sidewalk Programs**

Rob and Gary have driven around town to determine which streets would be best for rejuvenation and crack filling and came up with some general notes. Gary will prepare expected quantities; whatever is left in the fund can be used for skip patching. \$225,000 is projected for next year's budget to do one more year of preventative maintenance. After discussion, the consensus was to have staff determine skip patching locations. The patch cart has been a great asset and makes repairs faster and more efficient; Public Works has put down 16 ton of asphalt and will be able to make some repairs previously done by Majestic.

The sidewalk program is in place for next year. Rob would like to do more of the concrete in house each year due to the cost when its outsourced. He is setting aside \$5,000, and can complete 300' - 400' of sidewalk (about ½ block), based upon material quantities. The Committee discussed focusing on an area where there isn't sidewalk on either side of the street and where foot traffic is by the schools. Because it's such a small of a quantity, the consensus was to focus on bad areas. The rest of the funds for the sidewalk program (\$95,000) will be used as has existed in years past to be determined by staff. There was discussion of reinstating the sidewalk program either as a partial match or through a loan program.

**EV Charging Station**

As directed at the last Transportation Committee Meeting, Rob researched installation costs for an EV charging station. Woodstock installed a free unit in 2020 at a cost of \$7,200, which included 10' of pipe run from the electrical box to the charger. The unit was new/old stock manufactured in 2013 and started having problems in under a year. Alderman Lavalley thought it needs more discussion and was premature at this stage of the game; he commented that it's a very small population right now that has electric vehicles. Alderwoman Haderlein related that the private sector is starting to fill the need. There was additional discussion about the age of the unit and issues at the Woodstock station and the potential cost of electricity.

**Project Updates – Christopher Burke Engineering**

Gary referred to the Federal Projects Location Map that uses Federal funding of one type or another. He noted he hasn't seen this many approved federal projects come to fruition in the City of Harvard since he has been the City Engineer in 1994.

### Diggins Street Resurfacing

The project has been approved by IDOT District 1 and is awaiting federal approval. Letting is scheduled for March 8. It's going to be a quick 6 week construction and will be completed in 2024. At Chairman Gorman's inquiry, Gary said project was extended a little past the tracks. The City's match is 10%.

### Marengo Road Rehabilitations

The project is in the Phase 1 process. The environmental survey is being reviewed by IDOT; process and signoff takes about 6-8 months. Design approval is expected around August. Phase II isn't slated for funding until 2026. Construction is scheduled for 2026. The City's match is 10%.

### Marengo Road Bridge (Over Rush Creek)

The project is a separate federal fund, STP Bridge Funds, as opposed to Federal Road Funds. Even though it is all really the same road, it's two separate projects, with two separate funding sources. Contracts haven't been approved by IDOT yet. The way the schedule lays out between the two projects, the bridge will catch up to the road so that it's all constructed at the same time in 2026. The City's match is 20%. Mayor Kelly reported the project cost is \$1 million dollars and indicated the funding is a hurdle the City is working on.

### Route 173 Sidewalks

This is an RTA Access to Transit funded project. Gary is working on Phase I right now; the draft report to be submitted in April. A sidewalk is being put in on north side of Route 173 and need to figure out how to get over Mokeler Creek because Route 173, guardrail to guardrail, is pavement and there's no room to fit a sidewalk. Choices were to widen the culvert to put in sidewalk next to the road and then the guardrail or create a separate pedestrian bridge on the land to the north. Research shows that the cost of the ped bridge is going to cost a lot more than widening the culvert due to the width of the floodway/floodplain which increases the structural aspects of the project. Will proceed with widening the culvert. Phase II would be in 2025 with construction in 2026. Both Phase I and Phase II are unfunded at the moment.

### Marengo Road Sidewalks

This is a small portion of sidewalk on Ayer St. and the sidewalk on Marengo Rd. The design approval has been obtained for Phase I. The intergovernmental agreement between RTA/CMAQ/City has been done. Phase II will start sometime this year once agreements are approved by IDOT. Construction is expected in 2025 with funding through CMAQ.

### US Route 14 Sidewalks

Install sidewalks on the west side of 14 from Brink St. to Airport/McGuire Rd. An application was submitted to CMAQ this past summer and that project was selected to be funded for Phase I engineering. An approval letter is expected to go out this month. Phase II and construction would follow, but is currently unfunded.

### Post Office Parking/Steps

Gary had a meeting today to work out some design issues. Once those issues are addressed, the project needs to be approved by IDOT as the project uses MFT funds. Construction should be completed this year. Alderman Lavalley inquired about the MFT funds to be used this year. Discussion ensued and it was clarified that Gary has completed the engineering for the project and that funding still has to be secured; there is no construction schedule at this time.

### Federal Funding

Gary highlighted the three major federal funding sources: Surface Transportation Program (STP) which is run through the McHenry Council of Mayors, Congestion Mitigation and Air Quality (CMAQ) and Illinois Transportation Enhancement Program (ITEP). Each of these programs are now on a two year cycle. An application was submitted to STP for Diggins St. from Front St. to Route 14; will find out this summer if it was selected. The City will not be able to apply to STP for another two years. One of the new rules that McHenry County Council of Mayors instituted is that each community can only apply for one project which is beneficial to Harvard. The next round of applications for CMAQ is in 2025 and ITEP will be coming out later this year. He will talk to staff to see if there is a project to submit to ITEP.

Rob related that a Qualification Based Selection (QBS) policy needs to be written and adopted as part of the rules to use federal funding; he will have everything drafted to present to the City Council for adoption at the January 23<sup>rd</sup> meeting.

**New Business**

The collection of the 1% sales tax began January 1<sup>st</sup> with the first distribution the end of March/early April.

**Items for Future Meetings**

Nothing that needs to be scheduled at the current time.

A motion was made by Alderman Perkins, seconded by Alderwoman Haderlein to adjourn the meeting. All ayes. Motion carried. Meeting adjourned 7:21 pm.

Submitted by:  
Chairman Charlie Gorman

**ADMINISTRATION COMMITTEE MEETING MINUTES**  
**February 8, 2024 – 7:00 pm**

Chairperson Lisa Haderlein called the meeting to order at 6:30 pm. Committee members present: Chairperson Lisa Haderlein, Alderman Dan Carncross, Alderman Charlie Gorman and Alderman Matt Perkins. Also present were Mayor Mike Kelly, City Administrator Lou Leone, Finance Director Deb Bejot, City Clerk Lori Moller, Public Works Supt. Rob Lamz and Utilities Supt. Jim Grant.

**Public Comment**

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

**Water Billing Rates**

Finance Director Deb Bejot gave an overview of her memo relative to water billing data and increase proposal with the following recommendations:

- Charge by unit starting with 1 unit starting May 1;
- There are currently 55-60 additional flat fee users that are marked inactive in the system (no meter, vacation, vacant property, etc.) that are currently not billed that will be charged Maintenance/Infrastructure/EPA tax fees. Public Works is conducting additional research on each of those properties after which a determination will be made by administration as to what should be done. Supt. Lamz clarified that only homes/buildings with a meter attached to the building would be affected.
- Increase usage fees 6% over the next three years;
- Increase Infrastructure fee from \$25 to \$35 per billing (for IEPA Loan Payment);
- Flat Fees:
  - EPA Fee to remain at \$1.06;
  - Maintenance fee – 3 choices:
    - Remain at \$20 – This is feasible for maintaining and doing some extras;
    - Increase to \$25 – This will allow for greater future improvements;
    - Step increases – Remain at \$20 year one, \$22 year two, \$25 year three;
- Utility tax to remain at 5%.

The Committee also discussed evaluating the water rates/fees each year and to move towards a monthly billing cycle.

After discussion, a motion was made Alderman Carncross to recommend to the City Council to adopt an ordinance, to be effective May 1, as follows:

- Charge the current inactive accounts the Maintenance/Infrastructure/EPA tax fees. City Administrator Leone & Finance Director Bejot noted this is an internal policy at the administration level and did not need to be included in the ordinance. Alderman Carncross removed the item from his motion.
- Switch to charging by unit instead of a base fee;
- Infrastructure fee increase to \$35;
- Maintenance fee with step increases (remain at \$20 year one, \$22 year two, \$25 year 3);
- Usage fee increase 6% over the next three years.

Alderswoman Haderlein seconded the motion. All ayes. Motion carried.

Alderman Gorman will conduct additional research and run possible scenarios prior to the City Council Meeting.

**Water Tower Program**

Supt. Utilities Jim Grant gave a history of what initiated looking into a water tower asset management program. Deb and Jim presented an overview of the program whereby all three towers would be completely refurbished, painted inside/out and inspected over the course of 10 years. The cost would start at \$300,000-\$400,000 each year for about the first six years after which the cost would decrease each year. Deb related that due diligence was done in reaching out to companies referred by the IRWA that would provide a competitive rate. Staff met with both Viking Industrial Painting and Maguire Iron; it was determined in house that Maguire Iron would be the better route for the City. City Administrator Leone commented that both companies have pre-written in their contract that the City can delay a payment if needed without penalty. The contract is auto renewed each year and can also be cancelled at any time. If the contract were cancelled, the City would only owe what was in arrears compared to actual work completed. The program will essentially cash flow the cost over a period of time.

After discussion, a motion was made by Alderman Gorman, seconded by Alderman Perkins to recommend to the City Council to enter into a contract with Maguire Iron for a 10 year program as presented. All ayes. Motion carried.

### **Christopher Burke Engineering Proposal for Engineering Services for Lead Water Service Line Inventory/Replacement Plan**

Supt. Public Works Rob Lamz reviewed the Illinois Lead Service Replacement and Notification Act, signed into law on January 1, 2022, which mandates that the City develop an inventory of lead service lines within the community and develop a plan to replace them. The City has met the guideline the past few years in turning in best estimates on where lead service lines are, how many there are and tracking/replacing them. Another component is the replacement plan itself as well as a more detailed job of figuring out where the lead lines are at and how many we have. With hard information, the City can start applying for grant funding for a replacement program. The City is currently reporting 1299 lead service lines. Starting next year, the City has 15 years to replace 7% of those lead service lines per year. This would equate to replacing 86 lines a year at a cost of \$8,000 per service line requiring a budget of \$692,800/year. The IEPA will be doing another round of grant funding for the development of a lead service line inventory and replacement program. One of the grant requirements is to have a service agreement with a third party firm to assist the City. Christopher Burke Engineering submitted a proposal in the amount of \$32,636 to assist the City in completing the Lead Water Service Line Material Inventory and to develop the Initial Lead Water Service Line Replacement Plan. Their program would provide a QR code to walk homeowners through a very intuitive process to self-identify and report lead service lines. Rob submitted a request to the IEPA for an extension to the deadline for the plan currently due on April 15<sup>th</sup>, 2024; the extension was granted and the new final inventory due date is September 1, 2024. Pre-approval of Burke's proposal would allow the City to submit the grant once funding is released.

After discussion, a motion was made by Alderman Carncross to recommend to the City Council to approve the proposal from Christopher Burke; the cost would be covered under the proposed grant funding. At Deb's inquiry whether the grant requires up front funding, Rob replied once the City applies for the grant, the IEPA will award 50% at the signing of the contract and 50% upon completion. Instead of a budget amendment, Deb recommended that the 50% amount of \$16,318.00 be paid through the sewer/water tap on fund and when the grant reimbursement is received to put the money back into that fund. Alderman Carncross amended his motion to include Deb's recommendation. Alderman Gorman seconded the motion. All ayes. Motion carried.

### **Milky Way Park Pit/Pump**

Finance Director Deb Bejot gave an overview of the project to address the issue with the bathrooms at Milky Way Park that aren't able to handle the capacity of the activity at the park. Staff received several quotes for the project, with Hartwig Mechanical submitting the lowest. Alderman Perkins requested that in the future, the Committee be given all the quotes or a summary of quotes submitted for comparison.

A motion was made by Alderman Perkins, seconded by Alderman Carncross to recommend to the City Council to move forward with the Milky Way Park Pit/Pump Project with Hartwig Mechanical, Inc. in the amount of \$32,515.00; the project will be paid using ARPA funds. All ayes. Motion carried.

### **Surplus Property Declaration**

The Committee reviewed the list of surplus property which includes ammunition, Dodge Dakota, Bucket 710, plate compactor, 16" walk behind saw, black toolbox, decommissioned/replaced street signs, two printers, police equipment and a wooden cabinet with welding supplies. A motion was made by Alderman Perkins to recommend to the City Council that the submitted list be declared surplus. City Administrator Leone reviewed the internal transfer of vehicles: the SUV from the PD will go Public Works; the truck that Rob drives will be shifted to Darrel, which is more suited for what he needs to do in the Parks Dept. The pickup recently purchased for the Parks Dept. had very low mileage over the last two years. It was decided inhouse to transfer the truck to the Administration fleet where it will get more use; the truck can still be utilized by any department that would need to use it. The motion was seconded by Alderman Carncross. All ayes. Motion carried.

### **Discussion on Changing City Clerk to an Appointed Position**

City Administrator Lou Leone reviewed his memo outlining a proposal on whether or not to move forward with a referendum question asking the voters of Harvard to remove the City Clerk from an elected position to an appointed position. City Clerk Lori Moller is the current City Clerk as well as the Administrative Assistant. If approved by the voters, the City Clerk position would be appointed similar to the City Administrator, Finance Director and Chief of Police. Eventually the two positions would be merged. This proposal would streamline the positions and make the City run more efficiently. If approved, it would go on the ballot in November and would take effect at the end of the current clerk's term. Lori concurred with the proposal and noted that historically City staff has performed most of the day-to-



day duties of the City Clerk. At Alderman Perkins' inquiry, City Administrator Leone will find out which communities in McHenry County have appointed verses elected city clerks. As of three years ago, 19 out of 52 communities in Lake County have moved to an appointed city clerk.

After discussion, a motion was made by Alderman Gorman, seconded by Alderman Carncross to recommend to the City Council to move forward with a referendum question. All ayes. Motion carried. City Administrator Leone will have Attorney Clifton draft the referendum question for the next City Council Meeting.

**New Business**

Capital Improvement Plan Update – February 2024

Finance Director Deb Bejot asked the committee to contact her with any questions on the CIP Plan Update. Deb noted that she left the pool pumps blank. She has since found out that one has been purchased but hasn't been replaced; additional equipment has been requested in the upcoming budget as it all goes together for installation.

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

Meeting adjourned at 8:15 pm.

Submitted by:  
Chairwoman Lisa Haderlein

# COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE MEETING MINUTES

February 12, 2024 – 6:30 pm

Chairman Dan Carncross called the meeting to order at 6:30 pm. City Administrator Leone called roll to establish a quorum. Committee members present: Chairman Dan Carncross, Alderman Jay Schulz, Alderwoman Lori Lancaster and Alderwoman Rosa Luna. Also present were Mayor Michael Kelly, Alderman Charles Gorman, City Administrator Lou Leone and Community Development Director Donovan Day.

## Public Comment

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

## Revolving Loan Fund Discussion

City Administrator Leone and Mayor Kelly reviewed current policy for the revolving loan fund. As noted at the last City Council meeting, the current program, by policy, is used for façades in the downtown district. Current policy has 0% interest rate. Staff would like to expand the program to help businesses obtain low interest loans for interior improvements. Policy needs to be determined and possibly expanded beyond Ayer St. for any commercial/retail type projects.

- Expand the scope of the program to allow for anything related to the business that makes sense; physical improvements including interior upgrades, remodeling and mechanicals within the building. It would not include costs for permit/licensing or operating expenses.
- Mayor Kelly recommended that the business have a hard physical address (not home-based) within the City.
- Maintain current loan limits of \$50,000 with a 5 year payback, so long as funds are available, with an interest rate range of 1-3% depending on the specific loan application. Current funds available are \$160,000 with 2 pending applications at \$50K each.
- Staff is exploring alternate sources of revenue, one of which was to add a fee to permits.
- Donovan recommended the funds be used for business attraction and expansion. There should be some caveats and guidelines in place, i.e. the impact on the City, time limits and requirements that hold people accountable. City Staff will draft a policy/guideline for the next Community Development Committee Meeting.

## Potential Uses of Principal Funds in Turtle Crossing Money Market Account

- Staff recommends engaging City Engineer Gary Rozwadowski, Christopher Burke Engineering to obtain an estimate on emergent care for the retention pond in Turtle Crossing. There is no HOA in the subdivision. The retention pond is owned by the property owner of all those lots, not the City. Any remedies would be the onus of the property owner. Donovan related the bigger concern is the culverts within the subdivision that go under the road that that feed the retention pond, many of which are overgrown. Staff would like to engage the City Engineer to provide a baseline assessment on what needs to be done to maintain them. The consensus was for staff to move forward and contact Gary.
- Partner with the Mayor's Monarch Pledge to make the islands in the subdivision pollinators for monarch butterflies. Alderman Schulz suggested doing the same for the islands on Harvard Hills Rd.

## Upcoming Community Development Programs

Staff is working with two individuals on the soccer tournament who would also like to have a Mexican Independence Day Festival this year and Cinco de Mayo in 2025, both events to be held at Milky Way Park. Both events are in the early stages; additional details will be forthcoming for Committee review.

## Proposed New City Logo

City Administrator Leone reviewed his memo pertaining to rebranding the City, specifically to develop and implement a new City logo. The Committee reviewed the options presented for a new logo design which will become part of the City's overall brand style guide to be implemented as needed. All four design options are owned by the City and can be used at any point in the future. A motion was made by Alderwoman Luna, seconded by Alderwoman Lancaster to recommend to the City Council to adopt a new logo as depicted below:



All ayes. Motion carried.

### **Draft RFQ for the Broadband Feasibility Study**

City Administrator Lou Leone gave an overview of the revised draft RFQ for a Feasibility Study for the Harvard Municipal Internet Project to determine if it is a viable project. Alderman Gorman indicated that his previous input and suggestions for the RFP have been addressed and it looked good to move forward. A motion was made by Alderwoman Lancaster, seconded by Alderman Carncross to recommend to the City Council to move forward with the RFP as presented. All ayes. Motion carried.

### **Rental Inspection Program**

Community Development Director Day related that the City has been inspecting rental units of a certain age every five years pursuant to Section 19.13, Inspection of Dwellings. In his experience, non-home rule municipalities do not have the authority to inspect rental units. Attorney Clifton opined on the matter and concurred with Donovan in that the Illinois Constitution and State Statutes do not give non-home rule municipalities the authority to routinely inspect. City staff is working on revisions to the existing ordinance to fall within State Statutes; basically, the City can register rental properties for a fee. Any property that becomes a nuisance will then be classified as a nuisance property, at which point routine inspections can be done (specifics yet to be determined). The consensus was to ask Chairwoman Haderlein to have the draft ordinance on the Administration Committee agenda for review.

### **New Business**

City Administrator Leone commented that the City is trying to do things that will help improve the City and attract new residents with different activities. One of the principal goals assigned to him was to breach the gap between both halves of the City; the City is working on activities and making strides towards that goal.

Mayor Kelly stated that the Chamber of Commerce is creating a subgroup for Spanish businesses through the Chamber focused on Latino businesses.

### **Business Updates**

Donovan updated the Committee on various businesses:

- Dunkin is starting their buildout.
- USMG is ramping up their need for employees and has been connected with MCC and the High School.
- Staff has been in discussions with a couple people about bringing a dispensary to town.
- The Lonesome Rd. apartment project has made some changes to their original plan and will be making a full presentation soon. Alderman Schulz noted the project will necessitate discussion on the Northfield Ave./Rte 14 intersection and how that will be addressed.
- Conservatively estimating 31 housing permits for this year.
- The City is working with Luis Castaneda and Teska Associates to create the TIF redevelopment plan. The general theme for TIF's going forward is to encourage the applicant to secure a loan which provides less risk to the City.

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

Meeting adjourned at 7:50 pm.

Submitted by:  
Chairman Dan Carncross

**PARK BOARD MEETING MINUTES  
JANUARY 15, 2024**

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

**Public Comment**

None

**Approval of Minutes**

A motion was made by Scott Logan, seconded by Pep Saucedo to accept the Park Board Minutes of December 11, 2023, as presented. All ayes. Motion carried

**Project Update/Status**

Supt. Knop reviewed the project update/status report as included in the agenda packet.

- Supt. Knop has compiled Facility Inspection Checklist sheets for all 9 park locations; the inspection report for the aquatic center is in progress. All assets will be inspected weekly. Chairman Schulz inquired if this was feasible and the amount of time necessary. City Administrator Leone noted that is part of what Ryan is required to do and should only take about a day to complete. There was discussion of making it bi-weekly. An added benefit is to create an action list to prioritize what needs to be done.
- Dog Park quotes; scope of the project is new roof (asphalt and metal), new fascia and soffit, and enclose rafters with plywood. Public Works is working on a quote to complete inhouse. Supt. Knop has requested quotes from Dynico Roofing, Proud Construction, Affordable Construction and Exteriors Plus. Staining can be done in house.
- Mary's Park quotes to replace playground equipment - Supt. Knop has requested quotes from Playworld Systems, APC Playground and Wally Goat Play Systems. The quote from Miracle Playground was presented at the Dec. Park Bd. Meeting.
- Supt. Knop is in process of updating the parks and recreation/aquatic inventory.
- Outsource Mowing Quotes – Supt. Knop is compiling estimates to have an outside company mow/weed eat City property. Power Tree submitted an estimate of \$4,470.66 which covers currently mowed acreage; the City's mowing cost is about 53% less than the estimate. Ryan is also working with the Langton Group and Countryside Industries to provide quotes. Chairman Schulz brought up discussion of non-park property (16 acres) and confirmed what is budgeted out of parks.
- Community Garden – Supt. Knop received information from Alderwoman Haderlein about a potential small grant available for the community garden through National Realtors Association Placemaking Grant Program. Ryan is meeting with Neeley Erickson with the association on January 16<sup>th</sup> to discuss the grant process and will update the Park Board as things progress.
- Lion's Park Planters (Library) - Karen Sutera has requested that the two planters in front of the garden be relocated to spots along the StoryWalk to make it easier for volunteers to maintain them and to enhance the StoryWalk. The consensus was to ask Supt. Lamz to relocate per Karen's request.

**Programs and Events**

Supt. Knop updated the Park Board on active programs and events as included in the agenda packet: Gingerbread Showdown, Christmas in Harvard 2024, Zumba, Limber Life, Dance Classes (starts May 8), ESL Program and Basketball. Alderwoman Luna suggested having the Gingerbread Showdown closer to Christmas to encourage participation; also suggested was to increase where it is being advertised.

Ryan currently has 34 total programs in development with details provided in the agenda packet. Program examples include: Dance, Storytime and Creative Arts, Nature Exploration, Mini Chef Cooking, Swimming Lessons, Chess and Strategy, Science and Engineering, Tabletop gaming club, Yoga and Mindfulness, Painting, Creative Writing, Financial Literacy, Career Exploration, ESL, Cooking and Culinary Arts, Water Aerobics and Zumba.

**Rebuild Illinois Grant**

The grant office has requested additional documentation which the City was unaware of; their request will be reviewed and additional documentation provided.

**Soccer Tournament**

Supt. Knop provided an update on the Summer Soccer Tournament (14 teams/2 fields) to be held the last weekend in July (rain date the following weekend). He has a follow-up meeting Nick and Jose on January 16<sup>th</sup> to discuss additional details: tournament style, flyer, number of officials, promotional options, volunteers needed and volunteer field improvements. Children’s activities, concessions, food trucks and beer tent are also being planned. Mayor Kelly recommended any revenue generated from the tournament be earmarked and reinvested to go back into the event. The plan is to rent goals from the Harvard Jr. Hornets.

**Budget Discussion**

The Board discussed budget adjustments that were made subsequent to last month’s Park Board Meeting as included in the agenda packet and attached to the minutes.

Mayor Kelly brought up discussion of replacing park playground equipment. Subsequent to last month’s meeting, he conducted some research. The playground at Mary’s Park is manufactured by Miracle who has a local representative, Team REIL out of Marengo. Mayor Kelly met with the VP and they inspected all the parks/equipment; the vast majority of equipment is in pretty good condition and doesn’t need to be completely replaced. The corkscrew tube slide at Mary’s Park is in fact obsolete and can’t be replaced. Most of Miracle’s equipment is modular which allows flexibility in replacing/changing out equipment. Mayor Kelly passed out handouts with options to put in a different slide and add a swing set at Mary’s Park and to add a swing set and spinner at Milky Way Park. The options could be installed by Team REIL or by Community Build with Team REIL Assistance. The funds that were allocated at the last budget discussion to go into the capital improvement fund could be reallocated to purchase the equipment. A motion was made by Scott Logan, seconded by Alderman Lavallee to reallocate funds and move forward with Option 1 for Mary’s Park to install a New Groove II Slide to replace the missing slide, replacement chin up bar and add a new swing set to be installed by Team REIL at a cost of \$10,000 (does not include playground border and surfacing). All ayes. Motion carried. Mayor Kelly suggested putting the swing set a little distance from the rest of the equipment.

**Recreation Center Survey Update**

Supt. Knop reviewed the results from the Recreation Center Survey. There was a total of 442 responses, with 15 responses from the Spanish version of the survey. There is not much difference from previous surveys that have been conducted.

**Financial Report**

Supt. Knop reviewed the Financial Report he provided as included in the agenda packet.

**Vandalism Report**

The Northfield Park Sign was spray painted at an unknown date/time. The Police Dept. found the vandalism and notified Public Works.

**Mayor’s Report**

Mayor Kelly related the layout for a volleyball tournament he attended in Pleasant Prairie and noted there could be opportunity to appeal to these types of activities that would generate additional revenue in a rec center.

**Supt. Knop’s Report**

Supt. Knop reviewed his report as submitted. Ryan noted that the sledding hill is open as is the snowmobile trail by Milky Way Park.

**New Business**

Chairman Schulz indicated he would like to meet with Rob and Lou to set a timeline to remove the tennis courts in Shadow Creek; Lou has discussed this with Rob to do this early spring/late fall. He requested an update from Donovan regarding the park land around the pond in Shadow Creek

The next regular meeting date would be February 19<sup>th</sup> which is Washington’s Birthday and City Hall is closed. After discussion, the meeting date was changed to Monday, February 26, 2024, at 6 pm. At 6:49 pm, a motion was made by Aldewoman Luna, seconded by Scott Logan to adjourn the meeting. All ayes. Motion carried.

Submitted by:  
Chairman Jay Schulz

GL NUMBER	DESCRIPTION	2021-22 BUDGET	2021-22 ACTIVITY	2022-23 BUDGET	2022-23 ACTIVITY	2023-24 BUDGET	2023-24 THRU 12/11/2023	2024-25 INTERNAL REVIEW	
<b>PARK-FUND 04 REVENUE</b>									
04-00-44020	PROPERTY TAX	\$ 236,000.00	\$ 259,422.00	\$ 244,000.00	\$ 255,179.00	\$ 250,000.00	\$ 262,456.86	\$ 270,000.00	
04-00-44150	BUILDING PERMITS		\$ 1,215.00	\$ 1,000.00	\$ 810.00	\$ 1,000.00	\$ 3,620.00	\$ 4,000.00	
04-00-44200	GRANT/CIVIC PROJECTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
04-00-44331	AMUSEMENT TAX	\$ 5,700.00	\$ 6,402.00	\$ 6,000.00	\$ 6,330.00	\$ 6,000.00	\$ 7,920.00	\$ 6,000.00	
04-00-44410	DAILY PASSES - POOL	\$ 22,500.00	\$ 29,810.00	\$ 27,000.00	\$ 27,514.00	\$ 27,000.00	\$ 27,088.00	\$ 27,000.00	
04-00-44420	SEASON PASSES - POOL	\$ 21,000.00	\$ 22,098.00	\$ 21,000.00	\$ 15,640.00	\$ 18,000.00	\$ 11,804.00	\$ 11,000.00	
04-00-44430	SWIM LESSONS - POOL	\$ 6,000.00	\$ -	\$ -	\$ -	\$ -	\$ 5,275.00	\$ 4,500.00	
04-00-44440	PARTY RENTAL - POOL	\$ 2,500.00	\$ 1,615.00	\$ 1,500.00	\$ 2,365.00	\$ 2,000.00	\$ 3,000.00	\$ 2,000.00	
04-00-44450	CONCESSION - POOL	\$ 13,000.00	\$ 16,556.00	\$ 15,000.00	\$ 14,285.00	\$ 15,000.00	\$ 15,162.00	\$ 15,000.00	
04-00-44600	DONATIONS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,625.00	\$ 5,000.00	
04-00-44800	INTEREST	\$ 1,500.00	\$ 457.00	\$ 1,500.00	\$ 9,966.00	\$ 1,500.00	\$ 2,300.00	\$ 1,000.00	
04-00-44810	MISCELLANEOUS		\$ 910.00	\$ 1,000.00	\$ 1,356.00	\$ 500.00	\$ -	\$ -	
04-00-44820	TRANSFER IN	\$ 15,000.00	\$ 15,000.00	\$ 43,898.00	\$ 36,576.00	\$ 35,000.00	\$ 7,500.00	\$ 15,000.00	
04-00-44840	RENTAL/PAYMENTS	\$ 8,000.00	\$ 4,869.00	\$ 5,000.00	\$ 2,350.00	\$ 2,500.00	\$ 780.00	\$ 1,000.00	
04-00-44860	PARK PROGRAMS	\$ 5,000.00	\$ 5,295.00	\$ 5,000.00	\$ 5,222.00	\$ 5,000.00	\$ 8,558.00	\$ 41,000.00	
								\$ 12,000.00	Park Board Allocated
								\$ 29,000.00	Revenue for all programs ran in 2024: Adjustment per Lou meeting 12/13/2023
04-00-44890	CASH ON HAND								
<b>TOTAL REVENUES</b>		<b>\$ 336,200.00</b>	<b>\$ 363,649.00</b>	<b>\$ 371,898.00</b>	<b>\$ 377,593.00</b>	<b>\$ 363,500.00</b>	<b>\$ 363,088.86</b>	<b>\$ 402,500.00</b>	
<b>PARKS - EXPENSES</b>									
04-00-54010	SALARIES	\$ 85,000.00	\$ 63,084.00	\$ 90,000.00	\$ 87,937.00	\$ 100,000.00	\$ 65,423.62	\$ 71,500.00	Adjustment to \$71,500 not \$70,000
									\$37,402.56 = 1/2 Ryan with increase of 3.25% (Payroll Spreadsheet State May 1st 2024 @ 3.25% but FY 24-25 projected is current FY 23-24 rate.
									\$33,707.25= All Parks Staff with increase of 3.25 %
									Total = \$71,109.81
04-00-54510	HEALTH INSURANCE	\$ 9,300.00	\$ 4,508.00	\$ 4,400.00	\$ 4,294.00	\$ 4,796.00	\$ 2,714.00	\$ 5,305.00	
04-00-54750	TRAINING & SEMINARS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500.00	
04-00-55120	MAINTENANCE	\$ 29,720.00	\$ 34,813.00	\$ 30,732.00	\$ 20,438.00	\$ 25,000.00	\$ 12,838.00	\$ 25,000.00	
								\$ 10,000.00	General Park Maintenance
								\$ 7,000.00	Lion's Park Tree Trimming
								\$ 8,000.00	Dog Park Shelter Maintenance (install new roof, fascia and soffit, staining, and plywood on rafters for bird control) Roof quotes will be asphalt and metal to compare pricing
04-00-55140	BLD/GRNDS/GEN MAINT	\$ 4,000.00	\$ 1,642.00	\$ 4,000.00	\$ 3,819.00	\$ 4,000.00	\$ 2,678.00	\$ 4,000.00	General Park Building Maintenance
04-00-56050	SUPPLIES/MATERIALS	\$ 2,765.00	\$ 1,768.00	\$ 4,000.00	\$ 2,962.00	\$ 4,000.00	\$ 2,269.00	\$ 4,000.00	Park Supplies (Cleaning, Office, Administration)
04-00-56150	ELECTRICITY/UTILITIES	\$ 10,000.00	\$ 13,990.00	\$ 10,000.00	\$ 14,615.00	\$ 15,000.00	\$ 6,207.00	\$ 15,000.00	
04-00-56160	FUEL FOR BUILDING/PROPANE	\$ 1,500.00	\$ 993.00	\$ 1,500.00	\$ 3,137.00	\$ 4,000.00	\$ -	\$ -	
04-00-57000	TRANSFER OUT	\$ -	\$ -	\$ 28,768.00	\$ 28,768.00	\$ -	\$ -	\$ 10,890.00	Parks Money Market Acct
04-00-57010	CONCESSION STAND	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
04-00-57020	MISCELLANEOUS	\$ 1,250.00	\$ 2,105.00	\$ 1,500.00	\$ 738.00	\$ 1,500.00	\$ -	\$ 1,500.00	
04-00-57070	PARK PROGRAMS	\$ 5,000.00	\$ 3,998.00	\$ 5,000.00	\$ 8,637.00	\$ 5,000.00	\$ 3,798.00	\$ 49,800.00	
								\$ 1,200.00	Swim Lesson/Water Aerobics Instructors
								\$ 10,500.00	Basketball Program w/o sponsors
								\$ 10,300.00	Park Program Equipment (Park Board Allocated)
								\$ 29,000.00	Purchase of All Park Program Equipment Per Lou Adjustment and Labor of Programs in meeting on 12/13/2023
04-00-57080	SENIOR CENTER RENTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
04-00-57090	CONTINGENCY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
04-00-58000	NEW EQUIP/INFRASTR	\$ 26,600.00	\$ 517.00	\$ 41,898.00	\$ 40,703.00	\$ 30,508.00	\$ 23,807.00	\$ 13,700.00	
								\$ 4,000.00	General New Parks Equipment
								\$ 4,400.00	Picnic Tables 5 Allocation Change To 6 Tables (Meeting on 1/15)
								\$ 4,100.00	ADA Tables 1 Allocation Change To 6 Tables (Meeting on 1/15)
								\$ 4,300.00	Trash Cans for Parks 10
04-00-58010	INFRASTRUCTURE/LAND ACQ	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>TOTAL PARK EXPENSES</b>		<b>\$ 175,135.00</b>	<b>\$ 127,418.00</b>	<b>\$ 221,798.00</b>	<b>\$ 216,048.00</b>	<b>\$ 193,804.00</b>	<b>\$ 119,734.62</b>	<b>\$ 201,195.00</b>	
<b>POOL EXPENSES</b>									
04-07-54010	SALARIES	\$ 80,000.00	\$ 69,620.00	\$ 80,000.00	\$ 78,561.00	\$ 95,000.00	\$ 77,171.89	\$ 100,000.00	
									\$37,402.56 = 1/2 Ryan with increase of 3.25% per parks payroll sheet
									\$61,935.00= Projected Payroll for All Pool Summer 2024 (New hire pool staff will be at \$14 per hour, returning staff will remain at their 2023 hourly rate.
									Total Projected Pool Payroll= \$99,337.56
04-07-54510	HEALTH INSURANCE	\$ 4,400.00	\$ 4,499.00	\$ 4,400.00	\$ 4,735.00	\$ 4,796.00	\$ 2,707.56	\$ 5,305.00	
04-07-54750	TRAINING & SEMINARS	\$ 6,000.00	\$ 2,566.00	\$ 5,000.00	\$ 4,842.00	\$ 2,000.00	\$ 539.86	\$ 650.00	Lifeguard Training Cost & LGI Recert \$42 Per guard and \$225 for LGI

04-07-55030	ENGINEERING FEES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
04-07-55180	MAINTENANCE - POOL	\$ 26,265.00	\$ 22,884.00	\$ 13,000.00	\$ 11,238.00	\$ 11,000.00	\$ 2,151.42	\$ 24,000.00		
								\$ 10,000.00		General Maintenance
								\$ 6,000.00		New Pool Plumbing
								\$ 1,000.00		Caulk for Pool
								\$ 7,000.00		Pool Tree Trimming
04-07-55600	ADVERTISING	\$ 400.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
04-07-56050	SUPPLIES/MATERIALS	\$ 3,000.00	\$ 4,092.00	\$ 4,000.00	\$ 3,327.00	\$ 3,000.00	\$ 2,846.59	\$ 3,000.00		
								\$ 1,500.00		Cleaning Supplies for Office, Bathroom, and Concessions
								\$ 1,500.00		General Office Supplies
04-07-56140	TELEPHONE/CELL PHONES	\$ 1,200.00	\$ 626.00	\$ 1,200.00	\$ 254.00	\$ 400.00	\$ 177.98	\$ 350.00		
04-07-56150	ELECTRICITY/UTILITIES	\$ 17,000.00	\$ 14,122.00	\$ 15,000.00	\$ 10,343.00	\$ 12,000.00	\$ 16,396.78	\$ 14,000.00		
04-07-56160	FUEL FOR BUILDING/PROPANE	\$ 3,300.00	\$ 4,592.00	\$ 3,500.00	\$ 8,975.00	\$ 5,000.00	\$ 3,776.55	\$ 9,000.00		Fuel for Pool Indoor Heat and Pool Boiler for Water
04-07-56290	CHEMICALS	\$ 10,000.00	\$ 5,999.00	\$ 10,000.00	\$ 9,467.00	\$ 9,000.00	\$ 12,385.90	\$ 13,000.00		
04-07-57000	TRANSFER OUT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
04-07-57010	CONCESSION STAND	\$ 6,500.00	\$ 9,173.00	\$ 8,000.00	\$ 8,796.00	\$ 8,000.00	\$ 8,684.49	\$ 9,000.00		
04-07-57020	MISCELLANEOUS	\$ 1,000.00	\$ 1,080.00	\$ 1,000.00	\$ 662.00	\$ 1,000.00	\$ 247.77	\$ 1,000.00		
04-07-58000	NEW EQUIP/INFRASTR	\$ 2,000.00	\$ 1,007.00	\$ 2,000.00	\$ 1,959.00	\$ 18,500.00	\$ 14,553.15	\$ 22,000.00		
								\$ 3,100.00		New NVR System for Pool
								\$ 6,000.00		Pool Vac
								\$ 1,900.00		Unknown and Replacement New Equipment
								\$ 8,000.00		Pool Filters
								\$ 200.00		Pressure Washer Hose
								\$ 500.00		Hand Tools for Pool
								\$ 500.00		Training AED's
								\$ 400.00		CPR FA AED Kit
04-08-44600	GENERAL EVENTS	\$ 20,000.00	\$ 14,956.00	\$ -	\$ -	\$ -	\$ -	\$ 31,000.00		2024 Soccer Tournament Revenue Per Lou on Meeting 12/13/2023
								\$ 21,000.00		Team Entry Fees (14 Teams @ \$1500)
								\$ 5,000.00		Beer Tent Sales
								\$ 5,000.00		Sponsors
04-09-58021	GENERAL EVENTS	\$ 20,000.00	\$ 25,272.00	\$ -	\$ -	\$ -	\$ -	\$ 23,535.00		2024 Soccer Tournament Expenses Per Lou on Meeting 12/13/2023
								\$ -		Field Maintenance
								\$ 1,500.00		Goals and Nets (Rental from HJH Soccer)
								\$ 250.00		Corner Flags (Possible Rental but Possible Purchase)
								\$ 800.00		Field Marking Equipment (Possible Rental, but would still need to purchase paint)
								\$ 9,000.00		Referee Fees
								\$ 600.00		Medical Support/Supplies
								\$ 1,000.00		Equipment (Soccer Balls, Port-A-Pottys)
								\$ 600.00		Promotional Materials
								\$ 3,000.00		Concession Items (Alcohol)
								\$ 3,785.00		Trophies and Medals \$400 in medals, and \$100 for trophy
								\$ 3,000.00		Contingency
								\$ -		Cash Payout
								\$ 7,465.00		ESTIMATED NET REV
<b>TOTAL POOL EXPENSES</b>		<b>\$ 201,065.00</b>	<b>\$ 180,488.00</b>	<b>\$ 147,100.00</b>	<b>\$ 143,159.00</b>	<b>\$ 169,696.00</b>	<b>\$ 141,639.94</b>	<b>\$ 201,305.00</b>		
<b>TOTAL REVENUE</b>		<b>\$ 336,200.00</b>	<b>\$ 363,649.00</b>	<b>\$ 371,898.00</b>	<b>\$ 377,593.00</b>	<b>\$ 363,500.00</b>	<b>\$ 363,088.86</b>	<b>\$ 426,035.00</b>		
<b>TOTAL EXPENSES</b>		<b>\$ 376,200.00</b>	<b>\$ 307,906.00</b>	<b>\$ 368,898.00</b>	<b>\$ 359,207.00</b>	<b>\$ 363,500.00</b>	<b>\$ 261,374.56</b>	<b>\$ 426,035.00</b>		
<b>FINAL</b>		<b>\$ (40,000.00)</b>	<b>\$ 55,743.00</b>	<b>\$ 3,000.00</b>	<b>\$ 18,386.00</b>	<b>\$ -</b>	<b>\$ 101,714.30</b>	<b>\$ -</b>		

## PLANNING & ZONING COMMISSION MEETING MINUTES

February 6, 2024 - 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, and Paul Hereley. Commissioner Ian McCafferty was absent. A quorum was present. Also present were Alderman Gorman, City Administrator Lou Leone, Community Development Director Donovan Day 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 December 5, 2023 – Approved**

A motion was made by Commissioner Creviston, seconded by Commissioner Albertson to accept the minutes of the Planning and Zoning Commission Meeting of December 5, 2023, as presented. All ayes. Motion carried.

Commissioner Grieshop recused himself from the hearing as he is an adjoining property owner within 250' of the property subject to the petition.

### **Public Hearing – Alfredo Bahena, Gator New & Used Auto Parts**

Chairman Carbonetti opened the hearing in the petition submitted by Alfredo Bahena, Gator New & Used Auto Parts LLC (Petitioner) and John Stricker (Property Owner.) The petitioners are seeking a conditional use pursuant to Table 8-1 of the Unified Development Ordinance to permit the repair of automobiles, and disassembly of automobiles to sell the used parts online. Subject property is located at 10 S. Jefferson St., Harvard, IL 60033. PIN 01-35-485-001

### **Staff Report**

Community Development Director Donovan Day reported that the petitioners have changed the name of the business to Gator Auto Parts LLC.

### **Presentation of Evidence by Petitioners**

The parties of interest were present. Upon being sworn in, Alfredo and Michele Bahena reviewed the petition and presented testimony to the Planning and Zoning Commission. A handout was distributed to the Commission outlining various aspects of the petition.

- The petitioner has 39 years' experience in the automotive industry. He will be operating under an Illinois Auto Recycler License.
- Everything will be contained inside the building. They will purchase 1-2 vehicles per week from reputable auto auctions and partnerships. Fluids and tires will be disposed of appropriately.
- The shell of the vehicle will be responsibly transported to a licensed scrap yard for proper recycling.
- Resale of parts through online platforms, retail sales, partnerships with local body shops and service centers and car-part.com. The business will allow for in-person sales. On average recycled parts cost 40% less than aftermarket parts.
- The petitioners indicated several community benefits: affordability, availability, cultural competency, economic growth and community relations.

### **Discussion/Questions by Planning and Zoning Commissioners**

- Commissioner Creviston thanked the petitioners for a nice presentation.
- At Commissioner Albertson's inquiry about in person sales, Community Development Director Day indicated that would be permissible in the zoning district.

### **Public Comment**

Chairman Carbonetti opened the floor to public questions/comments either in favor or opposition to the petition. There were no supporters or objectors.



**Vote on Petition**

A motion was made by Commissioner Creviston, seconded by Commissioner McCafferty to approve the petition for a conditional use as presented. Roll call vote: Albertson, aye; Creviston, aye; Hereley, aye; and Carbonetti, aye. Motion approved four to zero.

The Planning & Zoning Commission's recommendation will come before the City Council on February 27, 2024 at 7 pm. The meeting will be held in the Community Hall, 201 W. Diggins St.

A motion was made by Commissioner Creviston, seconded by Commissioner Hereley to close the hearing. All ayes. Motion carried.

Hearing closed at 7:15 pm.

Commissioner Grieshop rejoined the meeting.

**Clerk's Report**

The McHenry County Clerk sent out e-mails for the electronic submission of Economic Interest Statements. The filing deadline is May 1st.

**Chairman's Report**

No report.

At 7:22 pm, a motion was made by Commissioner Grieshop, seconded by Commissioner Albertson to adjourn the meeting. All ayes. Motion carried.

Respectfully submitted:  
Lori Moller, City Clerk

February 13, 2024




**Gator Auto  
Parts**  
Conditional Use  
Permit for  
Auto Parts Recycler

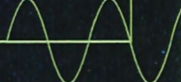



**Introduction**

**1**




**39 Years Experience**



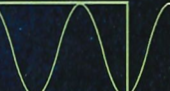

**Industry Overview**

**2**



**What is Automotive Parts Recycling?**

The process of disassembling unwanted vehicles in order to recover useable auto parts to repair vehicles at affordable prices.





**Operational Details**

**3**

I will be operating under an Illinois Auto Recycler License.

- Sourcing of Vehicles
- Dismantling Process
- Storage
- Shell Disposal
- Resale of Parts



## Sourcing of Vehicles

- Purchase 1-2 vehicles per week
- Reputable auto auctions and partnerships



## Dismantling Process



- Within the designated indoor facility
- One at a time
- Adherence to all environmental and safety regulations

ALL dismantling will be done indoors, with only 2-3 cars indoors during this phase.

## Organized Storage

- Tagged
- Organized
- Indoor storage



There will be NO long term outdoor storage of vehicles.

## Shell Disposal



Responsibly transported to a licensed scrap yard for proper recycling

## Resale of Parts

- Online platforms
  - Retail sales
- Partnerships with local body shops and service centers

Car-Part.com

ebay

Auto Mechanics &  
Body Shops

## Community Benefits

4

- Affordability
- Availability
- Cultural Competency
- Economic Growth
- Community Relations

## Affordability

2016 Ford Fusion  
Headlight Assembly



Aftermarket  
\$350

Recycled  
\$130

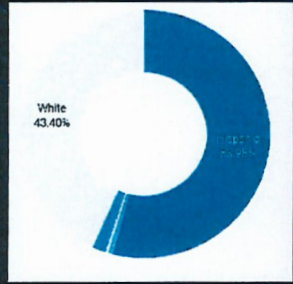
On average cost 40% less

## Availability



- Local
- Timely

## Cultural Competency



54% Hispanic

- linguistic
- economic
- cultural

## Economic Growth



Local Tax Revenue

Future Job Opportunities

## Community Relations



Support for Local Automotive  
Businesses

Community Education

## Thank you!





# City of Harvard Memo

**To:** City Council  
**From:** Lou Leone  
**CC:** Mayor Kelly  
**Date:** February 27, 2024  
**RE:** City Administrator's Monthly Report

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## **Summary of January 2024 Activities:**

- Attended McHenry County Enterprise Zone Committee meeting.
- 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.

**Department of Innovation & Technology:** A representative from the State Cyber division meet with Mike Vest and myself regarding the City's cyber infrastructure and policies. It was a productive meeting. We were able to identify policies and procedures that will be implemented to help protect the City's network.

**FOP Grievance:** City received a grievance issue against the Police Department. A meeting was held with FOP representatives and Admin Staff. After a discussion the issue appeared to be a misunderstanding on timing. The grievance was dismissed.

**Budget Discussions:** Several meetings were held between Finance Director Bejot, Department Heads and myself. The goal was to trim budgets and define projects to completed in the FY24-25 budget.

**District 50 Meeting:** A meeting was held between representatives of CUSD 50, Donovan Day and myself. During the meeting, we discussed development projects, both commercial and residential. It was a productive meeting.

**Soccer Tournament:** Staff continues to hold meetings to prepare for the City's first soccer tournament. We have been able to reduce the initial estimated cost from \$400,000.00 to \$23,000.00. This number does not include any offsets through sponsorships and volunteers.

**Illinois Office of Broadband Reunion Tour Town Hall Meetings:** Staff and members from Harvard's Business Community, attended a presentation from State officials regarding broadband needs and testing. It was an informative presentation.

**Potential TIF District:** Superintendents Lamz, Day, the Mayor and myself, met to discuss possible TIF boundaries regarding a developer's project to change the Old City Hall to an apartment complex. Several proposals were discussed. Proposed maps were submitted to the developer for review.

**US Department of Agriculture – Rural Development:** Superintendents Grant, Lamz, and myself, met with representatives from USDA-RD to discuss grant opportunities from the City. One grant would be for an emergency backup generator for the City's wells.

**Northern Illinois Special Recreation Association:** Met with members of NISRA to discuss special needs programs for residents.

**Congressman LaHood Visit/Meeting:** The Mayor and City Staff met with Congressman LaHood and State Senator Syverson for a tour of the US Medical Glove Facility. Mayor and Staff were able to have a separate meeting to discuss community needs.

**ADA Coordinator Meeting:** Regional ADA Coordinators met in Arlington Heights to discuss regulations and 10-year plan steps. Productive meeting. Similar meetings to follow.

**Parks & Recreation Superintendent Resignation:** I received and accepted Ryan's resignation letter on Monday, January 29<sup>th</sup> with an effective date of February 2<sup>nd</sup>. The search for a new superintendent began the following day with a closing date of February 28<sup>th</sup>.





**CODE ENFORCEMENT REPORT JANUARY 2024**

ADDRESS		VIOLATION	ADDRESS		VIOLATION
317	PRAIRIE	INOPERABLE VEHICLE	200 S	EASTMAN	INOP VEHICLE
311	HART	PARKING ON GRASS	605	FIFTH	INOPERABLE VEHICLE
307	ANDERSON	PARKING ON GRASS	1202	NINTH	INOPERABLE VEHICLE
307	ANDERSON	AUTO REPAIR	910	NORTHFIELD AV	INOPERABLE VEHICLE
506	SECOND	JUNK	1014	NINTH	INOPERABLE VEHICLE
505	FOURTH	JUNK	307	ANDERSON	PARKING ON GRASS
403 W	WASHINGTON	OVERFLOWING GARBAGE	804 W	WASHINGTON	JUNK/INOPERABLE VEHICLE
714	CASEY	INOP VEHIC/JUNK	104 S	DIVISION	JUNK/GARBAGE
209 S	PARK	PARKING ON GRASS	1004	HAYES	CANS IN FRONT OF HOUSE
303 W	THOMPSON	FURNITURE	1008	EIGHTH	COUCH
306 S	PAGE	FURNITURE	507 W	BLACKMAN	TIRES
405 E	WASHINGTON	FURNITURE	501	LINCOLN	FURNITURE

**CITATIONS**

1305	TENTH	PARKING ON GRASS	307 W	MCKINLEY	LIGHT POLLUTION
207	W BURBANK	PERMIT REQ'D	307 W	MCKINLEY	LIGHT GLARE ONTO NEIGHBOR PROPE



# City of Harvard

## Community Development Department

201 West Diggins Street - PO Box 310 – 60033 – 815-943-6468

**To:** Mayor Kelly & City Council

**From:** Donovan Day, Community & Economic Development Director

**CC:** Lou Leone, City Administrator

**Date:** February 27, 2024

**RE:** Community & Economic Development Updates

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- Greenway Storage, 1440 N. Division St., is constructing their 25,000 canopy for covered outdoor storage.
- The same owner of Greenway Storage broke ground on the fifth of twenty-one (21) duplexes in the Turtle Creek Subdivision on Sage Ln.



- Plans for the District 50 turf project were approved.
- Director Day has one more class, and an exam to receive a Certificate in Workforce Development Fundamentals from I.E.D.C. and A.C.C.E.
- Plans are being reviewed for the Harvard Community Credit Union's new building.
- Dunkin Donuts continues to work on the interior buildout. We have not been provided an opening date.
- Director Day attended planning meetings for the 2024 Harvard Youth Soccer Tournament.
- We had a kickoff meeting with Naturally McHenry County for Winter/Spring planning of events.

- Director Day attended the McHenry County Planner's meeting in Crystal Lake to learn about CMAP's pilot program that provides real time development data which can result in better population information to all municipalities in Illinois.
- We are continuing with the controlled rollout of the department's new permitting and code enforcement software. The software company is working with our payment processor, Invoice Cloud, to incorporate online payments.
- Director Day accompanied Mayor Kelly and Administrator Leone on a visit to meet with the VP of Mercyhealth to learn about the services they provide to Harvard, and where we can partner together on those services.
- Director Day accompanied Mayor Kelly and Administrator Leone in a meeting with the Metropolitan Mayor's Caucus to discuss Harvard's request for their Homes for a Changing Region grant.

# Harvard Diggins Library Directors Report

For period: January 19, 2024 – February 15, 2024

Submitted by: Karen Sutera

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## At the library this month:

- The Library Lovers Expedition is off and running as of February 1. Registration has been strong, with 1,100+ participants registered as of 2/7/24. Thirty two Harvard residents have registered to participate in the Expedition as of 2/7. About 40 visitors from around the county have stopped in to visit the library. The Expedition continues through March 30.
- Bob Church was hired as the library's maintenance manager. Bob will start work on Tuesday, Feb. 13.
- Karen has drafted an RFP for resurfacing the Library's parking lot. If the estimates are within the available capital reserve, the project may be included in the FY 24/25 budget. The RFP will be submitted to the Library board for review at the February meeting.
- Karen will attend the City's budget workshop on Saturday, Feb. 24 to present the Library's FY 24/25 budget.
- The Illinois Department of Employment Security (IDES) now requires that independent contractors be reported as new employees if presenting a program at the library. This is adding an extra level of paperwork to the programming process. As part of this, a program contract has been drafted which will be presented to the library board for approval at the February board meeting.
- The City will be hosting a soccer tournament the weekend of July 27 & 28 (rain date of Aug. 3 & 4). In addition to the tournament games, the City will also offer kids activities such as a bounce house, face painting and crafts, a beer station, and food trucks. The library has been asked to participate by providing a craft for kids. Tentative timing for the kids activities is 10AM–4PM both days. Volunteers will be needed to help with this event.
- The Harvard Chamber of Commerce will host an Expo at Harvard High School on Saturday, April 27 from 10AM – 3PM. Volunteers will be needed to staff the library's station.
- The Harvard Fire Department has been contacted to provide CPR training for library staff on Friday, March 15. No response has been given to date.

## Facility Maintenance/Capitol Projects:

Premistar was contacted regarding the air handlers in the penthouse running noisily. The belts on two of the handlers were changed as part of the quarterly preventative maintenance.

## January 2024 Library Statistics

See next page for January program statistics

	This month	Prior year	
No of patron visits	1,668	1,748	
Total physical items circ'd	1,744		
Total digital items circ'd			
Overdrive	484		
eRead Illinois	2		
# item received in delivery	825		
# items sent out in delivery	870		

January 2024 Program Statistics

(several programs were cancelled due to weather)

				Attendance			
	Program		Adult		Teen	Kids	Kids
<u>Date &amp; 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., Jan 4 @ 6PM	Build it Night	17					19
Tues., Jan 9 @ 10AM	Preschool Storytime: Snowmen (CXL)						
Tues., Jan. 9 @ 11AM	Reader Leader Book Club (CXL)						
Wed., Jan. 10 @ 6PM	Big Read: Heartland, part 2	3					
Thurs., Jan 11 @ 6PM	Crafters UFO Night	3					
Mon., Jan 15 @ 6:30PM	Fresh Water Fish Tanks (CXL)						
Tues., Jan. 16 @ 10AM	Preschool Storytime: Snowmen (CXL)						
Tues., Jan 16 @ 11AM	Reader Leader Book Club (CXL)						
Wed., Jan 17 @ 1:30PM	Kids Crafternoon: Milk Jug Houses						12
Fri., Jan. 19 @ 3PM	Advanced Sewing: Reading Pillow			6			
Mon., Jan 22 @ 6PM	Composting for Beginners	10					
Tues., Jan. 23 @ 10AM	Preschool Storytime: Snowmen (CXL)						
Tues., Jan. 23 @ 11AM	Reader Leader Book Club (CXL)						
Tues., Jan. 23 @ 6PM	Adult Sewing Class (postponed to Feb.)						
Thurs., Jan 25 @ 4PM	Teen Taste Test Challenge			13			
Mon Jan 29, 6:30pm	Make and Mingle Yarn Art	5					
Tues., Jan 30 @ 10AM	Preschool Storytime: Snowmen					3	
<b>Total Programs Offered</b>		5	0	2		1	2
<b>Total Participation</b>		38	0	19		3	31



## Harvard Parks and Recreation Department

To: Mayor, City Council, and Lou Leone

From: Lou Leone, City Administrator

Date: February 26, 2024

### Monthly Report for Parks and Recreation

There have been some changes in the Parks Department since the last board meeting. See below for further information.

**Resignation:** Ryan resigned on January 29<sup>th</sup> with an effective date of February 2. The City has posted an updated job description and position ad with a closing date of February 28<sup>th</sup>. As of the writing of this report, we have received several applicants.

**Truck:** In reviewing the Parks/Rec department, Admin staff determined that the current vehicle was not suitable to the needs of the department. A replacement vehicle was pulled from the Public Works Department and issued to the Parks Department. This vehicle is better suited to what Darrell needs to do the maintenance of the parks. It was determined that vehicles were not being utilized efficiently between the Parks Department and the Building Department. In short, selling the 2007 Ford that is currently being used by Darrell for parks maintenance, replacing it with the 2017 Chevy best fits his needs. Moving the 2022 Ford to the Admin Fleet and eliminating the 2007 Dakota from Buildings, allows two departments to make better use of a single truck. For further details, please see Finance Director Bejot's memo which is attached.

**Pool House Damage & subsequent Issues:** On January 25<sup>th</sup>, it was discovered that there was a leak in the Pool House. The damaged totaled \$2,600. During a review of the damages, it was revealed that the Pool House was not being checked for several weeks despite temperatures dropping to a record low of -13 degrees. Upon further review of the Pool House, it was determined that \$1,600 in food items (soda, chips, popcorn) was expired including two boxes of chips that had been expired for 2 years. There was mold growing in one of the refrigerators, and the facility was left in complete disarray. Since then, personnel from the Admin, Public Works and Building Departments spent 4 hours cleaning and disposing of the expired food items for a total of 16 labor hours. For your information, the pool house typically closes in August.

**Community Garden Grant:** Neeley Erickson had reached out to me to ascertain the status of the City's grant application. I compiled the needed information for the application and submitted. Changes made to the project include an ADA walking path and a minimum two planters set at ADA standards. We received notification on February 14<sup>th</sup> that the application was approved. The grant was for \$7,500 in reimbursable expenses.

**Rebuild IL Grant:** It was determined that the application material staff had sent in was incorrect. Working with the State Grants Coordinator, I submitted the correct information. As of the writing of this report, I have been notified that the Notice of State Award letter is officially in the que. This project can now move forward this summer.

**OSLAD 23:** There has been some confusion regarding the 2023 OSLAD grant application. Staff was able to determine that the City did not submit an application in 2023. Admin staff is working with Burke Engineering to submit a 2024 application.

**NISRA:** After a meeting with representatives from NISRA, it was determined that NISRA can offer instructors for several of our recreation programs. For example, NISRA is working on securing an instructor for the next offering of ZUMBA classes. Admin staff is working with Rodney, the regional representative, on additional programs & instructors for Harvard.

**Soccer Tournament:** A team of staff members is working with Nic & Jose to continue moving forward on the soccer tournament. As of the writing of this report, the costs originally estimated to be in the \$400,000 range for the tournament has been reduced to approximately \$23,000.00.

**Budget Changes:** Some changes were made to the P&R budget before it was presented to the Council at the Budget Workshop which was held on Saturday, February 24, 2024. Of note, the salary for the Director position was reduced to make it more in line with the market for a program of our size. Revenues were adjusted to account for the projected revenue from rec programs, and the Garden project funds were added now that we have been approved. Some items were adjusted since the last Board meeting such as the CPR mannequins were reduced since the City already has 4 adult and 4 child size mannequins. There is no apparent urgency to replace or add to our existing inventory to 8 adult and 8 child size new units.

**Playground Equipment for Mary's Park:** The Mayor was able to tour with the rep as discussed at the last meeting. Since then, staff has received a quote of approximately \$9,900 to fix as well as add equipment to Mary's Park. This is a significant savings compared to the original quote of \$100,000. This will be discussed as an agenda item during the meeting. This is a good example of how staff can do a deeper dive into pricing before such projects are proposed to this Committee.

# City of Harvard Memo

**To:** Mayor  
**Cc:** Lou  
**From:** Deb  
**Date:** 2/9/2024  
**Re:** Park & PW Truck

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Mayor, per your request, Rob investigated both the 2022 Ford (Park Truck) and the 2017 Chevy (PW Truck), for Blue Book Comparison. The 2022 Ford is showing a value of \$38,000. We paid \$28,898 for this vehicle, because we got the government rate. The 2017 Chevy is showing a value of \$17,000. We paid \$19,554 (also government rate) for this truck.

Part of the decision-making process on the most practical use for the 2022 Ford was to offer the vehicle to Darrell, as he is currently driving a 2007 Ford, and has a need for a truck on a regular and daily basis. Darrell expressed that an F250 is not practical for what he does in the Parks, as the bed is too high for lifting things in and out, reaching in for tools, etc. The truck also does not have power, remote locks which Darrell uses frequently when he is in and out of the truck all day. Through further discussion, it was noted that Rob has the 2017 F150, which is 2wd and sits lower, and this more accommodates Darrell's daily needs. Rob will be getting a rotated Explorer from the police department and so his 2017 F150 was offered to Darrell for Parks. Darrell's 2007 Ford will be auctioned and the funds deposited in the Parks money market account.

The current Community Development truck, 2007 Dodge Dakota, has only 20K miles, but is only valued at approximately \$3k (at auction). The reason for the low value is due to the fact that over the past 15 years, it was rarely driven, was not properly cared for (washed, etc.) by CDD, and was not maintained as it should have been. The concern is that the same may happen to the 2022 Parks truck, which was not being properly cared for or used on a regular and daily basis. Since the Parks Director may still need a truck from time to time, as well as a city vehicle now needed for the Building Department, Economic Development and Administrative travels, it was decided that the best use for this vehicle was to assign it to "City Hall", where it can be utilized by all departments within as needed.



In valuing the 2022 Ford and the conflict that has arisen that the Parks fund should be "paid back" because the truck was taken away, there are several suggestions that can be made as follows:

- Keep all as is including no "reimbursement" to the Park fund other than the revenue from the auction of the old trucks (\$5,000). This option is valid as there has been subsidizing over the years by both the General and Sewer Water funds, with revenue diverted to the Park Fund (fund transfers, Verizon rent, Property Sales – see Parks Money Market memo).
- Sell the 2022 Ford and potentially make a profit of \$10,000. These funds could go back into the Parks money market account for improvements. A rotated police sedan would need to be assigned to the Parks Director, and if a truck was needed, it would be borrowed from Public Works.
- Reimburse the Parks fund for the 2/3 of what was paid for the 2022 Ford, minus the value of the 2017 Chevy, as Parks still has 1/3 share in the truck. Here is how this option would look:

$$\$28,898 / 3 = \$9,633 \text{ each department. } \$9,633 \times 2 = \$19,266$$

$$\$19,266 - \$17,000 \text{ (value of 2017 truck)} = \$2,266 \text{ reimbursed to Park money market.}$$

I feel it worthy to note that the time spent on this matter is beginning to be excessive, and an unnecessary use of staffing time and resources. I hope this information will facilitate the finalizing of this in a respectful manner. Thank you.

# City of Harvard Memo

**To:** Members of the Park Committee  
**From:** Debi Bejot  
**Date:** 2/26/2024  
**Re:** Parks Money Market Account

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The Parks Money Market Account serves as a savings account for the purpose of park improvements. This account stands alone within Fund 04, and falls outside our budgeting parameters. It is a Special Revenue Fund, in that it is not "restricted" by state statute, but is reserved for Park and Recreation uses. This account was originally opened in 7/2/2003 with an opening balance of \$61,800 from an unknown source.

In 2013, we received a grant in the amount of approximately \$300K which was deposited into this account, and a subsequent land loan payment of approximately \$200K was paid out of this account. The remaining funds from this grant were used for various MWP Improvements. Other past revenue sources for this account have included Verizon tower rental roughly \$2,000 per month, for a total of \$53,300. In 2014 this tower was moved to another location so the lease was terminated. Although this tower was located on a water tower and revenue should have gone to Fund 70, monthly payments were diverted to Parks in an attempt to build up the money market account.

In 2017, a decision was made to start collecting a park fee through new construction building permits. This revenue is deposited into the money market account, however, since we budget this as income in the Park Cash Fund, it is used toward budgetary expenses. Anything over the budgeted revenue amount for permits collected remains in the money market account at the end of the FY. In 2019, the Community Development Department (specifically Anne) worked diligently to obtain a grant to demo or refurbish and flip vacant homes. One such home located at 607 Howard St. sold for \$8,500. In order to help subsidize the Parks, this revenue was deposited in the money market account. Other revenue sources for this account come in the form of interest, depending on rates at the time earned. Expenses over the past decade from this account include a Park Master Plan, mowers, pool cameras, festival fencing, a new truck, dog park fencing and smaller equipment purchases.

At the beginning of this month, \$16,301 was deposited into this account as revenue generated from the surplus sale of the fencing. The current balance of this account as of today is \$93,215. The next auction will include the sale of Community Development Truck and the older Parks Truck. This is estimated to bring in another \$5,000 to be deposited in the money market account.

CITY OF HARVARD POLICE DEPARTMENT

# MONTHLY ACTIVITY REPORT

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January, 2024



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 January was; 865.

As of January, 2024 the total number of calls reported and generated is; 865.

**Accidents**

Officers responded to the following traffic crashes during the month:

- 12 - Property Damage
- 0 - Injury Accidents
- 0 - Fatal Accidents
- 1 - Property Damage Hit and Runs
- 0 - Injury Hit and Runs

**Assaults/Batteries/Domestic Batteries**

There were 0 Aggravated Assault arrests, 0 Assault arrests, 5 Aggravated Battery arrests, and 0 Battery arrests.

There were 13 reported Domestic Disputes this month and 1 Domestic Battery resulting in an Adult arrest.

**Burglaries/Thefts**

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

- 0 - Robbery
- 1 - Thefts
- 1 - Retail Theft

- 0 - Burglary
- 2 - 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 is one internal complaint 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, MIAT, McHenry County Swat, MCCAT, and the McHenry County Gang Task Force, were not activated for the month of January.

**911s, Alarms, Assists and Checks**

Officers responded to the following:

- 4 - 911 Hang-Ups
- 14 - Alarms (Non-Specific, Burglary/Robbery and Fire)
- 83 - Fire Department / Rescue Squad Assists
- 10 - Law Enforcement Agency Assists
- 18 - Well-Being Checks
- 114 - Business/Bar Checks
- 259 - Other Checks (House, Schools, Parks, Subdivision)
- 28 - Motorist Assists

212 - Citizen Assist (Service Calls)  
 0 - A Way Out Transports

**Traffic Arrests**

Officers Traffic Stops for the month of January was 108, resulting in the following arrests; Driving Under the Influence – 0 Arrest; Zero Tolerance – 0 Arrests; Driving While License Suspended or Revoked – 1 Arrest; Reckless Driving – 0 Arrests; Fleeing and Eluding a Peace Officer – 0 Arrests; No Valid Driver's License – 6 Arrests; Other Traffic Offense – 0 Arrests.

**Tows**

Tows - 19; Administrative Tows – 7.

**Other Public Complaints**

Officers handled 6 Animal Complaints, 6 Harassment Complaints, 0 Missing Persons, 3 Found Property Reports, 5 Fraud Complaints, 0 Solicitor Complaints, 0 Violations of Bail Bond Complaints, 1 Violation of an Order of Protection Complaints, 0 Violations of a No Contact Order Complaints, and 5 Warrant Arrests.

**McHenry County Police Social Worker Program (PSW)**

There were 15 referrals/callouts in the month of January. Below is a breakdown by month.

209 - 2023 total referrals/callouts  
 15 - January  
 0 - February  
 0 - March  
 0 - April  
 0 - May  
 0 - June  
 0 - July  
 0 - August

0	-	September
0	-	October
0	-	November
0	-	December
<b>15</b>	-	<b>2024 Year to date</b>

# DEPARTMENT OF PUBLIC WORKS

900 W. BRINK STREET  
HARVARD, IL 60033



To: Mayor and City Council

From: Rob Lamz, Superintendent of Public Works

Date: February 22, 2024

Re: February Public Works Report

Feast or Famine it would seem in the Snow Category for Harvard for the past month, with staff in limbo. Too soon to take the plows off, too unpredictable to get into large construction jobs, but we have plenty to keep us busy in the meantime.

Repeated calls for backups in the sanitary system from a restaurant on Route 14 ended up with staff discovering quite the build up of FOG (Fats, Oil, and Grease) in the system in that area. Staff used the jetter truck to run the lines, which resulted in releasing multiple grease slugs into the system, causing issues at the lift station in front of Tractor Supply that services that area. Utilities staff had to resort to buckets and trash cans, totalling between 20 and 30 trash cans – Enough to fill a dumpster – with grease in the end. This is sloppy, slippery, and back breaking work to accomplish by pulling up each bucket of grease by hand. Public Works Staff held off on any additional cleaning after the problem was resolved for the restaurant in hopes to not cause issues at the lift station any further. Staff has since moved to take another look at the grease trap ordinance, as well as purchasing cleaning nozzles to emulsify the grease into smaller pieces to hopefully not cause issues at the lift station.

Staff has been out patching potholes this month, with calls for action from various areas. While we try to keep to the cycle of patching by following a route to look over everything, we do accommodate calls for service in especially bad areas. Staff recently finished the repurposing of an electric hoist borrowed from the Utility Department to lift and lower a plate compactor and mounted it to the patch cart. Having this on the cart not only saves the backs of staff, but having the plate compactor at easy access means staff have it right there to properly set the patch. Having a patch cart that can keep the material at temp not only makes better repairs, but speeds up the process rather than staff having to chisel out cold patch.



The NOFO (Notice Of Funding Opportunity) for the LSLI (Lead Service Line Inventory) and replacement plan was released this month, with the City of Harvard and CBBEL (Christopher B. Burke Engineering Limited) poised and already approved to submit a proposal. Staff worked with CBBEL right away when it opened and have all the documents to submit to get grant funding. This grant would provide the funding for assistance in establishing a more accurate inventory, as well as developing a replacement plan strategy. That plan could be used to seek federal funding for the eventual replacement of all the lead service lines, replacement of which needs to be 7% per year for 15 years.



## DEPARTMENT OF PUBLIC WORKS

900 W. BRINK STREET  
HARVARD, IL 60033



The City also received the official award letter from CMAQ (Congestion Mitigation and Air Quality) program for the Phase 1 engineering for installing sidewalks along US Route 14. CMAQ provides grant funding to projects which will reduce congestion like walking paths, sidewalks, or multi-use paths. This award provides \$149,000 to complete the preliminary engineering and studies ahead of the project. In meeting with CMAQ representatives, they were excited to see this project come across their desk, and it sounded like we would have their support on sequential phases.



One of the biggest tools to go with the fleet is the ability to make and repair hydraulic hose assemblies. Staff reached out to Gates Hydraulics and inquired about any promotions available and was able to get a 50% discount on hydraulic hose making equipment, which is a significant savings. Along with this purchase Public Works was outfitted with a variety of hose and fittings, allowing us to have a starting point and the ability to make hoses right out of the gate. Having this equipment in house means we will be able to fix any hydraulic hoses at any time of night without having to wait for a business to be open. This also means that repairs made are at our cost with our discounted municipal contract priced materials.

The staff used some of the breaks in the weather to make repairs to the dump trucks. With the age of the dump trucks, some of the dump bed floors, tailgates, and supports have become thin or rusted out with the corrosive environment. Staff was able to cut out and remove some of the worst spots, chip away the loose scale and rust, and apply a rough-metal primer and a few coats of enamel to the insides of the beds to help protect the bare steel and allow material to slide out easier. While the trucks were down, staff inspected them for defects, and fixed some items here and there as needed.



Staff tested switching our Auction Platform to GovDeals.com this month, selling two lots of the temporary fencing at auction. The City traditionally uses Obenhaus based out of Lake County as our selling agent, with the other 8 lots of fencing selling for between \$1,700 and \$2,100. These two lots sold at auction on GovDeals for \$2,413 and \$2,601 after fees, netting a better result with more exposure. GovDeals also offers a 1.25% rebate on any sales because we are a municipality participating in the Omnia Partners Competitive bid process. Staff is currently listing bikes and chairs that went unsold on Obenhaus on GovDeals and is already getting bids on the alternative platform.

Taking advantage of the unseasonably nice weather, staff took the time to remove Christmas decorations downtown and put these items away for the season. Staff also installed the trash cans, benches, and planters in the new section of Ayer this week. These items were used up from stock, utilizing cans and benches that were lightly damaged or were affected by an accident/incident and were replaced with new. Staff took these items and completed repairs, touched up as needed, and reinstalled them in their new locations.

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

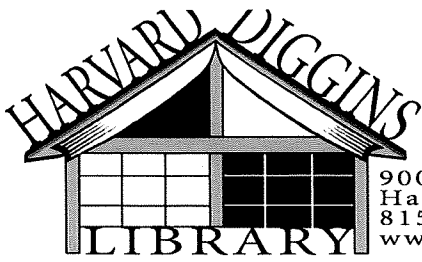


Robert J. Lamz  
Public Works Superintendent

## City of Harvard Utility Department

Year	wwtp monthly/flow million gallons	wwtp daily/flow million gallons	wwtp rain inches	wwtp Snow inches	Methane as/produce cu/ft	Well 6 pumped million gallons	Well 9 pumped million gallons	Well 10 pumped million gallons	Wells month/pumpe million gallons	Daily ave MG/day
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JAN	28,870,000	931,290	2.52	17.0	267,031	3,469,000	9,999,000	5,226,000	18,694,000	603,032
FEB										
MAR										
APR										
MAY										
JUN										
JUL										
AUG										
SEP										
OCT										
NOV										
DEC										
*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****
Total	28,870,000		2.52	17.00	267,031	3,469,000	9,999,000	5,226,000	18,694,000	
average	28,870,000	931,290				3,469,000	9,999,000	5,226,000	18,694,000	603,032



900 East McKinley Street  
Harvard, IL 60033  
815.943.4671 815.943.2123 fax  
www.harvard-diggins.org

January 16, 2024

Mayor Michael Kelly  
City of Harvard  
201 West Diggins Street  
Harvard, IL 60033

Dear Mayor Kelly,

The Harvard Diggins Library board has an opening for a library trustee due to the resignation of board member Cindy Reese. I would like to recommend that the position be filled by Ivy Talaga. Ivy is an active library user who strongly supports literacy and open access to knowledge for all. She is eager to share her knowledge of administration and customer service with the board. Ivy would like to get more involved in the Harvard community and we can think of no better way for her to do that than to serve on the City Library board.

If you have any questions about my recommendation, please feel free to contact me at (815) 943-4671. I look forward to working with Ivy Talaga as a library trustee.

Sincerely,

Karen Sutera  
Director  
Harvard Diggins Library

cc: Ann Almgren, City Library Board President

***City of Harvard Resolution  
Declaring the  
83<sup>rd</sup> Harvard Milk Days™  
May 31<sup>st</sup>, June 1<sup>st</sup> & June 2<sup>nd</sup>, 2024  
A Legal Holiday Weekend***

***WHEREAS***, Harvard Milk Days has been attracting people into the City of Harvard, Illinois for the past eighty-two years; and

***WHEREAS***, a holiday and festive atmosphere attends each and every Milk Days Festival, and

***WHEREAS***, the officials of the City of Harvard, Illinois are involved and intertwined into the operation of Harvard Milk Days along with the Harvard Police Department;

***NOW THEREFORE BE IT RESOLVED***, by the Mayor, and the City Council of the City of Harvard, McHenry County, Illinois that the City declares, proclaims and makes known that the 83<sup>rd</sup> Annual Harvard Milk Days held on Friday, May 31<sup>st</sup>, Saturday, June 1<sup>st</sup>, and Sunday, June 2<sup>nd</sup>, 2024, be and herewith declared to be a legal holiday weekend.

***PASSED AND APPROVED*** this 27<sup>th</sup> day of February, 2024, by the Harvard City Council.

***APPROVED:*** \_\_\_\_\_  
MICHAEL P. KELLY, MAYOR

***ATTEST:*** \_\_\_\_\_  
LORI MOLLER, CITY CLERK

## ***City of Harvard Resolution To Close Route 173 between Jefferson & Division Sts***

***WHEREAS***, Harvard Milk Days Inc. in the City of Harvard desires to hold their 83<sup>rd</sup> Annual Milk Days Parade on Rte. 173, on Saturday, June 1<sup>st</sup>, 2024, between the hours of 1:00 p.m. and 4:30 p.m., and

***WHEREAS***, said parade will require the closing of Route 173, either partially or completely, between Jefferson and Division Streets; and

***WHEREAS***, the State of Illinois requires the City of Harvard to assume all responsibility and liability involved in the closing of said highway;

***NOW THEREFORE BE IT RESOLVED***, by the City of Harvard that said City will assume full responsibility for the direction, protection and regulation of traffic during the time the detour is in effect, and all liability for damages of any kind occasioned by the closing of said State route; and

***BE IT FURTHER RESOLVED***, that if such permission is granted, by the Illinois Department of Transportation, the City of Harvard will see that all highway traffic during the periods of time specified shall be detoured over the route following:

*Jefferson to McKinley to Division and  
Jefferson to Church to Division Street*

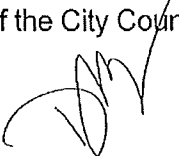
***IT IS FURTHER AGREED***, that efficient all-weather detours will be maintained, conspicuously marked and judicially police patrolled for the benefit of traffic deviated from the State route.

***ADOPTED***, by the City Council of the City of Harvard this 27<sup>th</sup> day of February, 2024.

APPROVED: \_\_\_\_\_  
MICHAEL P. KELLY, MAYOR

ATTEST: \_\_\_\_\_  
LORI MOLLER, CITY CLERK

# City of Harvard Memo

**To:** Members of the City Council  
**From:** Debi Bejot   
**Date:** 2/27/2024  
**Re:** Treasurer's Report

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Members of the City Council:

Attached please find a copy of the Treasurer's Report for February, 2024.

Respectfully Submitted,

**CITY OF HARVARD  
TREASURERS REPORT  
FEBRUARY 2024**

GL NUMBER	INVOICE LINE DESCRIPTION	VENDOR	INVOICE DESCRIPTION	AMOUNT
<b>Fund 01 GENERAL</b>				
<b>Dept 01 ADMINISTRATION</b>				
01-01-55010	ATTORNEY FEES	ZUKOWSKI, ROGERS, FLOOD	ADMIN ATTORNEY FEES	2,618.07
01-01-55010	ATTORNEY FEES	ZUKOWSKI, ROGERS, FLOOD	ADMIN ATTORNEY FEES	3,555.00
01-01-55030	ENGINEERING FEES	CHRISTOPHER B. BURKE	HARVARD GENERAL CONSULTATIONS	1,134.75
01-01-55030	ENGINEERING FEES	CHRISTOPHER B. BURKE	HARVARD SCHOOL DIST. TURF ATHLETIC FIELDS	1,162.50
01-01-55030	ENGINEERING FEES	CHRISTOPHER B. BURKE	POST OFFICE DESIGN ENGINEERING	1,162.50
01-01-55030	ENGINEERING FEES	CHRISTOPHER B. BURKE	IL 173 (BRINK ST.) SIDEWALK IMPROVEMENT	4,714.50
01-01-55030	ENGINEERING FEES	CHRISTOPHER B. BURKE	HARVARD SCHOOL DIST. TURF ATHLETIC FIELDS	1,347.50
01-01-55030	ENGINEERING FEES	CHRISTOPHER B. BURKE	HARVARD GENERAL CONSULTATIONS	205.46
01-01-55030	ENGINEERING FEES	CHRISTOPHER B. BURKE	IL 173 (BRINK ST) SIDEWALK IMPROVEMENT	6,837.50
01-01-55140	BLD/GRNDS/GEN MAINT	A ROSE CLEANING LLC	CH/PD CLEANING SERVICE	910.73
01-01-55140	BLD/GRNDS/GEN MAINT	ROCKET INDUSTRIAL	BATH TISSUE	141.78
01-01-55190	SERVICE AGREEMENTS	LEAF	CH COPIER - DEC & JAN	994.60
01-01-55190	SERVICE AGREEMENTS	CSI TECHNICAL SERVICES INC.	SERVICE AGREEMENTS	1,339.50
01-01-55220	PRINTING/COPIES	HARRIS COMPUTER SYSTEMS	CHECKS	338.18
01-01-55220	PRINTING/COPIES	NORTHWEST PRINTING	BUSINESS CARDS-ROB LAMZ	78.50
01-01-55320	EQUIP MAINT	CSI TECHNICAL SERVICES INC.	RYAN-PUBLISHER ISSUE	31.25
01-01-56060	OFFICE SUP/OPERATING EXP	ILLINOIS MUNICIPAL LEAGUE	ZONING HANDBOOKS FOR MUNICIPAL OFFICIALS	165.00
01-01-56060	OFFICE SUP/OPERATING EXP	NORTHWEST PRINTING	SELF-INK RED STAMPS	148.60
01-01-56060	OFFICE SUP/OPERATING EXP	QUILL	CH SUPPLIES	141.15
01-01-56060	OFFICE SUP/OPERATING EXP	WALMART COMMUNITY/GEMB	SUPPLIES	16.20
01-01-56100	PUBLIC NOTICES	SHAW SUBURBAN MEDIA	PUBLIC NOTICE-ZONING	83.84
01-01-56140	TELEPHONE/CELL PHONES	CARD SERVICE CENTER	PHONES/SUPPLIES/MISC	125.12
01-01-56140	TELEPHONE/CELL PHONES	CHARTER COMMUNICATIONS	201 W DIGGINS ST	227.60
01-01-56140	TELEPHONE/CELL PHONES	TMOBILE	MONTHLY PHONE USE	363.43
01-01-57020	MISCELLANEOUS	MCHENRY CO COUNCIL GOVERNMENTS	JANUARY MEMBERSHIP MEETINGS	200.00
01-01-57071	SPECIAL PROGRAMS	LA COCINA DE EMMA	CITY ORDER FOR 2/24/2024	326.00
			<b>Total For Dept 01 ADMINISTRATION</b>	<b>28,369.26</b>

GL NUMBER	INVOICE LINE DESCRIPTION	VENDOR	INVOICE DESCRIPTION	AMOUNT
<b>Dept 02 STREETS</b>				
01-02-54790	UNIFORMS	HI VIZ INC.	3 IN 1 PARKA	100.00
01-02-55130	VEHICLE/EQUIP MAINT	AHW LLC	HOSE FITTING/BULK HYDRAULIC HOSE	235.03
01-02-55130	VEHICLE/EQUIP MAINT	ALTA EQUIPMENT COMPANY	REFERENCE #PS0512219	227.56
01-02-55130	VEHICLE/EQUIP MAINT	BONNELL INDUSTRIES INC.	VEHICLE EQUIPMENT	297.06
01-02-55130	VEHICLE/EQUIP MAINT	UNITED LABORATORIES	TRIUMPH RUST CONVERTER	661.58
01-02-55230	TREE PLANTING/REMOVAL	MAYA LANDSCAPE SUPPLY & RENTAL	MINI BOBCAT RENTAL	260.00
01-02-56040	BARRICADES	HI VIZ INC.	GEMSTONE VEHICLE W HIP	1,950.00
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
01-02-56150	ELECTRICITY/UTILITIES	AEP ENERGY	609 AUTUMN GLEN DR. LITE RT/23	7,127.65
01-02-56150	ELECTRICITY/UTILITIES	COMMONWEALTH EDISON	316 TALLGRASS DR	280.34
01-02-56150	ELECTRICITY/UTILITIES	COMMONWEALTH EDISON	205 N EASTMAN ST	66.24
01-02-56150	ELECTRICITY/UTILITIES	COMMONWEALTH EDISON	900 W BRINK-HEAT MTRS	100.28
01-02-57020	MISCELLANEOUS	CHEMUNG TWP. RD. DIST.	PLOWING IGA	772.80
01-02-57020	MISCELLANEOUS	HI VIZ INC.	IDOT SIGNAGE FOR MARENGO RD. BRIDGE	440.00
01-02-57020	MISCELLANEOUS	MAJESTIC ASPHALT AND SNOW SERV	SNOW REMOVAL	2,500.00
01-02-57020	MISCELLANEOUS	WINZER	SHIPPING COST	19.85
			<b>Total For Dept 02 STREETS</b>	<b>15,208.10</b>
<b>Dept 03 POLICE</b>				
01-03-54750	TRAINING & SEMINARS	POLICE LAW INSTITUTE	ANNUAL DUES/HAZARDOUS MATERIALS TRAINING	2,010.00
01-03-54790	UNIFORMS	ERIC SEE	UNIFORM REIMBURSEMENT	67.90
01-03-54790	UNIFORMS	GALLS	UNIFORM-SALAS	272.74
01-03-54790	UNIFORMS	GALLS	UNIFORM-SALAS	96.00
01-03-54790	UNIFORMS	GALLS	UNIFORM-PALMER	132.80
01-03-54790	UNIFORMS	LYNETTE FIEGEL	UNIFORM REIMBURSEMENT	118.78
01-03-54790	UNIFORMS	UNIFORM DEN	UNIFORM-STAHL	209.95
01-03-55010	ATTORNEY FEES	ZUKOWSKI, ROGERS, FLOOD	PD ATTORNEY FEES	4,400.00
01-03-55010	ATTORNEY FEES	ZUKOWSKI, ROGERS, FLOOD	PD ATTORNEY FEES	4,400.00
01-03-55130	VEHICLE/EQUIP MAINT	JIM OLSON COLLISION INC-HARVARD	2021 FORD PD VEHICLE	3,678.09
01-03-55150	RADIO MAINTENANCE	MOTOROLA SOLUTIONS INC	QUARTERLY STARCOM CHARGES-JULY-SEPTEMBER	2,091.00
01-03-55320	EQUIP MAINT	LEAF	PD COPIER	184.42
01-03-56030	AMMUNITION	RAY O'HERRON CO INC	XLOCK HK RIFLE RACKS (SQUADS)	493.31
01-03-56050	SUPPLIES/MATERIALS	AMERICAN SOLUTIONS FOR BUSINESS	6 PART PARKING TICKET.SOF	1,553.52



GL NUMBER	INVOICE LINE DESCRIPTION	VENDOR	INVOICE DESCRIPTION	AMOUNT
01-03-56060	OFFICE SUP/OPERATING EXP	CARD SERVICE CENTER	PHONES/SUPPLIES/MISC	83.99
01-03-56060	OFFICE SUP/OPERATING EXP	EN NET SERVICES	ZEBRA RECEIPT PAPER	506.94
01-03-56060	OFFICE SUP/OPERATING EXP	QUILL	PD SUPPLIES	19.59
01-03-56060	OFFICE SUP/OPERATING EXP	QUILL	PD SUPPLIES	140.97
01-03-56060	OFFICE SUP/OPERATING EXP	QUILL	PD SUPPLIES	72.82
01-03-56060	OFFICE SUP/OPERATING EXP	QUILL	PD SUPPLIES	27.99
01-03-56060	OFFICE SUP/OPERATING EXP	ROCKET INDUSTRIAL	SUPPLIES	416.30
01-03-56060	OFFICE SUP/OPERATING EXP	WALMART COMMUNITY/GEMB	SUPPLIES	13.24
01-03-56070	INVESTIGATIONS/NUISANCES	CRITICAL REACH	ANNUAL FEE	325.00
01-03-56070	INVESTIGATIONS/NUISANCES	PORTER LEE CORP	ANNUAL SOFTWARE SUPPORT-BEAST	943.00
01-03-56070	INVESTIGATIONS/NUISANCES	SIRCHE ACQUISITION COMPANY LLC	REPLACEMENT YEAR BAND	66.05
01-03-56070	INVESTIGATIONS/NUISANCES	SIRCHE ACQUISITION COMPANY LLC	BSK100 BUCCAL SWAB KIT	141.44
01-03-56070	INVESTIGATIONS/NUISANCES	TRANSUNION RISK & ALTERNATIVE	MONTHLY COMMITMENT	75.00
01-03-56070	INVESTIGATIONS/NUISANCES	TRANSUNION RISK & ALTERNATIVE	MONTHLY COMMITMENT	75.00
01-03-56090	DUES/SUBSCRIPTIONS	MCHENRY CO CHIEFS POLICE ASSO	2024 DUES-BAUMAN AND SACCO	100.00
01-03-56140	TELEPHONE/CELL PHONES	CARD SERVICE CENTER	PHONES/SUPPLIES/MISC	100.01
01-03-56140	TELEPHONE/CELL PHONES	CHARTER COMMUNICATIONS	201 W DIGGINS ST	371.40
01-03-56140	TELEPHONE/CELL PHONES	TMOBILE	MONTHLY PHONE USE	76.32
01-03-56170	GAS/OIL/GREASE	HYDROTEX	MAJESTIC HYDIS032	750.00
01-03-56170	GAS/OIL/GREASE	WEX BANK	FLEET FUEL	6,600.10
			<b>Total For Dept 03 POLICE</b>	<b>30,613.67</b>
<b>Dept 04 BUILDING</b>				
01-04-55020	PROFESSIONAL FEES	B&F CONSTRUCTION CODE SERVICES	OCTOBER INSPECTIONS	1,191.87
01-04-55020	PROFESSIONAL FEES	B&F CONSTRUCTION CODE SERVICES	NOVEMBER INSPECTIONS	1,726.64
01-04-55020	PROFESSIONAL FEES	B&F CONSTRUCTION CODE SERVICES	DECEMBER INSPECTIONS	546.65
01-04-55020	PROFESSIONAL FEES	TROTTER AND ASSOCIATES INC	GIS MAPPING - SNOW PLOW ROUTE	726.75
01-04-56070	INVESTIGATIONS/NUISANCES	CULLY'S PLUMBING	REFUND FOR CONTRACTOR'S LICENSE FEE	75.00
01-04-56170	GAS/OIL/GREASE	WEX BANK	FLEET FUEL	65.33
01-04-58000	NEW EQUIP/INFRASR	QUILL	SUPPLIES-ANNE	87.96
			<b>Total For Dept 04 BUILDING</b>	<b>4,420.20</b>
			<b>Total For Fund 01 GENERAL</b>	<b>78,611.23</b>

GL NUMBER	INVOICE LINE DESCRIPTION	VENDOR	INVOICE DESCRIPTION	AMOUNT
<b>Fund 04 PARK FUND</b>				
04-00-55120	MAINTENANCE	CSI TECHNICAL SERVICES INC.	KNOP OUTLOOK/LOU'S MONITOR/SPEAKERS	281.25
04-00-55120	MAINTENANCE	CSI TECHNICAL SERVICES INC.	RYAN KNOPE PROFILE AFTER REENABLING IT	31.25
04-00-55120	MAINTENANCE	HYDROTEX	MAJESTIC HYDISO32	500.00
04-00-55140	BLD/GRNDS/GEN MAINT	ACE HARDWARE OF HARVARD	SUPPLIES	40.36
04-00-57020	MISCELLANEOUS	CARD SERVICE CENTER	PHONES/SUPPLIES/MISC	430.00
04-00-57020	MISCELLANEOUS	ILLINOIS MUNICIPAL LEAGUE	30 DAY WEB EMPLOYMENT AD	35.00
04-00-57020	MISCELLANEOUS	NISRA	NISRA ANNUAL RECOGNITION NIGHT	25.00
04-00-57070	PARK PROGRAMS	JASON CHUPICH	BASKETBALL REFEREE-1 GAME @50,PLUS \$25	75.00
04-00-57070	PARK PROGRAMS	WESLEY KRUEGER	BASKETBALL REFEREE-4 GAMES @ \$50 EACH	200.00
04-00-57070	PARK PROGRAMS	GEORGE SHEPHERD	BASKETBALL REFEREE-5 GAMES @\$50 EACH	250.00
04-00-57070	PARK PROGRAMS	HARVARD DISTRICT #50	CUSD BASKETBALL GYM RENTAL	475.00
04-00-57070	PARK PROGRAMS	REVOLUTION WELLNESS	LIMBER LIFE FITNESS CLASS	60.00
04-00-57070	PARK PROGRAMS	SANDY KNOP	REFUND-REC PROGRAM	90.00
04-00-57070	PARK PROGRAMS	STACY HEILIGER	THURSDAY/SATURDAY ZUMBA CLASS	258.00
04-00-57070	PARK PROGRAMS	WOODSTOCK NORTH JR THUNDER	GAMES	100.00
			<b>Total for Dept 04 PARKS</b>	<b>2,850.86</b>
<b>Dept 07 POOL</b>				
04-07-55180	MAINTENANCE - POOL	ACE HARDWARE OF HARVARD	SUPPLIES	19.77
04-07-55180	MAINTENANCE - POOL	HARTWIG PLUMBING & HEATING	FROZEN PIPE LEAKS-POOL	917.75
04-07-55180	MAINTENANCE - POOL	HARTWIG PLUMBING & HEATING	FURNACE DOWN-POOL	666.00
04-07-56140	TELEPHONE/CELL PHONES	TMOBILE	MONTHLY PHONE USE	25.44
			<b>Total For Dept 07 POOL</b>	<b>1,628.96</b>
			<b>Total For Fund 04 PARK FUND</b>	<b>4,479.82</b>
<b>Fund 14 MOTOR FUEL TAX</b>				
14-00-55030	ENGINEERING FEES	CHRISTOPHER B. BURKE	MARENGO RD PHASE 1	14,415.92
14-00-55030	ENGINEERING FEES	CHRISTOPHER B. BURKE	DIGGINS ST PHASE II	3,658.88
14-00-55030	ENGINEERING FEES	CHRISTOPHER B. BURKE	DIGGINS ST - LAWRENCE TO 14	2,050.92
14-00-55030	ENGINEERING FEES	CHRISTOPHER B. BURKE	MARENGO ROAD PHASE I	1,758.57
14-00-55100	SALT	MORTON SALT	BULK SAFE T-SALT	6,878.65
14-00-55100	SALT	MORTON SALT	BULK SAFE T-SALT	1,778.02
14-00-55100	SALT	MORTON SALT	BULK SAFE T-SALT	5,152.67
14-00-55120	MAINTENANCE	STATE TREASURER	QUARTERLY TRAFFIC LIGHTS	2,238.36
			<b>Total For Fund 14 MOTOR FUEL TAX</b>	<b>37,931.99</b>

GL NUMBER	INVOICE LINE DESCRIPTION	VENDOR	INVOICE DESCRIPTION	AMOUNT
<b>Fund 16 POLICE WELFARE</b>				
16-00-57060	SENIOR CENTER EXPENSES	CITY OF HARVARD WATER DEPT	6817 HARVARD HILLS RD	77.72
16-00-57070	SR CTR INTERNET	ATT U-VERSE	SENIOR CENTER INTERNET	131.25
			<b>Total For Fund 16 POLICE WELFARE</b>	<b>208.97</b>
<b>Fund 18 INSURANCE FUND</b>				
Dept 00 GENERAL				
18-00-55070	INSURANCE PMTS	ILLINOIS PUBLIC RISK FUND	MARCH WORKER'S COMPENSATION	13,637.00
			<b>Total For Fund 18 INSURANCE FUND</b>	<b>13,637.00</b>
<b>Fund 70 WATER SEWER FUND</b>				
Dept 10 WASTEWATER				
70-10-54790	UNIFORMS	ANTHONY DEROSE	BOOT REIMBURSEMENT	18.82
70-10-54790	UNIFORMS	HI VIZ INC.	3 IN 1 PARKA	273.00
70-10-55020	PROFESSIONAL FEES	WALMART COMMUNITY/GEMB	SUPPLIES	19.92
70-10-55030	ENGINEERING FEES	TROTTER AND ASSOCIATES INC	WWTP ENGINEERING	1,284.50
70-10-55030	ENGINEERING FEES	TROTTER AND ASSOCIATES INC	WWTP ENGINEERING	54.50
70-10-55030	ENGINEERING FEES	TROTTER AND ASSOCIATES INC	WWTP GRANT ADMIN	124.00
70-10-55140	BLD/GRNDS/GEN MAINT	ACE HARDWARE OF HARVARD	SUPPLIES	9.99
70-10-55140	BLD/GRNDS/GEN MAINT	ILLINOIS STATE FIRE MARSHAL	BOILER INSPECTION 801 W BRINK	195.00
70-10-55190	LIFT STATION MAINT	UNITED LABORATORIES	WWTP BACT W/ENZ	1,037.59
70-10-55320	EQUIP MAINT	GRAINGER	4RD78 BEARING ASSEMBLY	735.87
70-10-55320	EQUIP MAINT	KOMLINE-SANDERSON	SHEAR PIN/PACKING KIT	441.12
70-10-56020	LAB SUPPLIES	ACE HARDWARE OF HARVARD	SUPPLIES	15.98
70-10-56060	OFFICE SUP/OPERATING EXP	CARD SERVICE CENTER	SW SUPPLIES	199.99
70-10-56140	TELEPHONE/CELL PHONES	CHARTER COMMUNICATIONS	801 W BRINK ST	32.00
70-10-56140	TELEPHONE/CELL PHONES	CHARTER COMMUNICATIONS	807 W BRINK	227.97
70-10-56140	TELEPHONE/CELL PHONES	TMOBILE	UT/SW MONTHLY CELL PHONE USE	50.88
70-10-56150	ELECTRICITY/UTILITIES	COMMONWEALTH EDISON	807 W BRINK ST	1,891.80
70-10-56150	ELECTRICITY/UTILITIES	COMMONWEALTH EDISON	1000 FORESTDOWNS	146.20
70-10-56150	ELECTRICITY/UTILITIES	COMMONWEALTH EDISON	900 E BROWN ST	74.94
70-10-56150	ELECTRICITY/UTILITIES	COMMONWEALTH EDISON	20211 CROWLEY RD	28.88
70-10-56150	ELECTRICITY/UTILITIES	COMMONWEALTH EDISON	320 COMANCHE CIR	113.01
70-10-56150	ELECTRICITY/UTILITIES	DYNEGY ENERGY SERVICES	807 W BRINK ST	28.52
70-10-56150	ELECTRICITY/UTILITIES	DYNEGY ENERGY SERVICES	700 W DIGGINS ST	167.36
70-10-56150	ELECTRICITY/UTILITIES	DYNEGY ENERGY SERVICES	3 KENNEDY	48.57

GL NUMBER	INVOICE LINE DESCRIPTION	VENDOR	INVOICE DESCRIPTION	AMOUNT
70-10-56150	ELECTRICITY/UTILITIES	DYNEGY ENERGY SERVICES	1500 WILLOW	122.93
70-10-56150	ELECTRICITY/UTILITIES	DYNEGY ENERGY SERVICES	900 E BROWN	1,460.89
70-10-56150	ELECTRICITY/UTILITIES	DYNEGY ENERGY SERVICES	300 LAWRENCE RD	344.12
70-10-56150	ELECTRICITY/UTILITIES	DYNEGY ENERGY SERVICES	6861 HARVARD HILLS	4,300.63
70-10-56150	ELECTRICITY/UTILITIES	DYNEGY ENERGY SERVICES	302 LAWRENCE RD	3,992.20
70-10-56150	ELECTRICITY/UTILITIES	DYNEGY ENERGY SERVICES	2501 BAYBERRY BLVD, PUMP	24.26
70-10-56150	ELECTRICITY/UTILITIES	DYNEGY ENERGY SERVICES	633 COUNTRYBROOK LN	162.39
70-10-56170	GAS/OIL/GREASE	CERTIFIED LABORATORIES	PERMALUBE RED	637.59
70-10-56170	GAS/OIL/GREASE	HARDY PRO-AIR SYSTEMS & SERVICE	AEON PD BLOWER OIL-5 GAL	888.64
70-10-56170	GAS/OIL/GREASE	HYDROTEX	MAJESTIC HYDISO32	200.00
70-10-56170	GAS/OIL/GREASE	WEX BANK	FLEET FUEL	775.03
70-10-56290	CHEMICALS	ALYSOK CHEMICAL CORP	CAT POLYMER	6,618.10
70-10-56290	CHEMICALS	VIKING CHEMICAL COMPANY	CHLORINE/DRUM DEPOSIT/CREDIT	1,383.00
70-10-57020	MISCELLANEOUS	ACE HARDWARE OF HARVARD	SUPPLIES	94.57
70-10-57020	MISCELLANEOUS	THE TROPHY STORE	PLAQUES	2,169.90
			<b>Total For Dept 10 WASTEWATER</b>	<b>30,394.66</b>
<b>Dept 11 UTILITIES</b>				
70-11-54790	UNIFORMS	HI VIZ INC.	3 IN 1 PARKA	537.00
70-11-55130	VEHICLE/EQUIP MAINT	ADVANCE AUTO PARTS	PARTS	84.23
70-11-55130	VEHICLE/EQUIP MAINT	ENVIRONMENTAL PRODUCTS & ACCESS	PRESSURE GAUGE	139.59
70-11-55130	VEHICLE/EQUIP MAINT	HARVARD FORD	MIRROR	450.22
70-11-55130	VEHICLE/EQUIP MAINT	MILLER AUTO & TRANMISSION	ALIGNMENT	125.00
70-11-55130	VEHICLE/EQUIP MAINT	OREILLY AUTOMOTIVE, INC	SUPPLIES	224.92
70-11-55130	VEHICLE/EQUIP MAINT	POMPS TIRE SERVICE INC.	TIRES	659.64
70-11-55130	VEHICLE/EQUIP MAINT	TRACTOR SUPPLY CREDIT PLAN	WELDING WIRE	51.99
70-11-55130	VEHICLE/EQUIP MAINT	WEST SIDE TRACTOR SALES	THERMOSTAT	39.79
70-11-55200	STORM SEWER MAINTENANCE	CONSOLIDATED MATERIALS	STONE FOR SHOP 85.99 TONS	500.45
70-11-55200	STORM SEWER MAINTENANCE	SHERWIN INDUSTRIES, INC.	MANHOLE PROTECTION RINGS	976.85
70-11-55210	SAN SEWER MAINT	CONSOLIDATED MATERIALS	STONE FOR SHOP 85.43 TONS	497.38
70-11-55210	SAN SEWER MAINT	CORE & MAIN	CONCRETE ADJUSTING RING	430.50
70-11-55210	SAN SEWER MAINT	SHERWIN INDUSTRIES, INC.	MANHOLE PROTECTION RINGS	976.85
70-11-55321	WATER MAIN MAINT	CORE & MAIN	B-BOX TOPS COUPLERS	791.96
70-11-55321	WATER MAIN MAINT	SHERWIN INDUSTRIES, INC.	MANHOLE PROTECTION RINGS	976.89
70-11-56060	OFFICE SUP/OPERATING EXP	WALMART COMMUNITY/GEMB	SUPPLIES	56.00

GL NUMBER	INVOICE LINE DESCRIPTION	VENDOR	INVOICE DESCRIPTION	AMOUNT
70-11-56140	TELEPHONE/CELL PHONES	TMOBILE	UT/SW MONTHLY CELL PHONE USE	50.88
70-11-56170	GAS/OIL/GREASE	HYDROTEX	MAJESTIC HYDISO32/HYFILM LEO HEAVY DUTY 10W30	2,277.65
70-11-56170	GAS/OIL/GREASE	WEX BANK	FLEET FUEL	6,449.67
70-11-57020	MISCELLANEOUS	1ST AYD CORPORATION	CABLE TIES/EAR PLUGS/SAFETY SUPPLIES	1,191.87
70-11-57020	MISCELLANEOUS	1ST AYD CORPORATION	PARTS	262.74
70-11-57020	MISCELLANEOUS	ACE HARDWARE OF HARVARD	SUPPLIES-UMSC/WMAIN/GVEH	330.13
70-11-57020	MISCELLANEOUS	JULIE, INC.	2024 ANNUAL ASSESTMENT	913.10
70-11-57020	MISCELLANEOUS	OREILLY AUTOMOTIVE, INC	SUPPLIES	224.91
70-11-58000	NEW EQUIP/INFRASTR	RONDO ENTERPRISES INC	WATER MAIN BREAK TRAILER	6,320.95
70-11-58000	NEW EQUIP/INFRASTR	CORE & MAIN	NEW METERS	3,658.33
70-11-58000	NEW EQUIP/INFRASTR	CORE & MAIN	NEW METERS	3,658.33
			<b>Total For Dept 11 UTILITIES</b>	<b>32,857.82</b>
			<b>Total For Fund 70 WATER SEWER FUND</b>	<b>63,252.48</b>
<b>Fund 72 ECONOMIC DEV</b>				
72-00-54060	CONSULTANT FEE	INTERNATIONAL ECONOMIC DEV	CERTIFICATE IN WORKFORCE DEV. FUNDAMENTALS	750.00
			<b>Total For Fund 72 ECONOMIC DEVELOPMENT</b>	<b>750.00</b>
		<b>Fund Totals:</b>		
			<b>Fund 01 GENERAL</b>	<b>78,611.23</b>
			<b>Fund 04 PARK FUND</b>	<b>4,479.82</b>
			<b>Fund 14 MOTOR FUEL TAX</b>	<b>37,931.99</b>
			<b>Fund 16 POLICE WELFARE</b>	<b>208.97</b>
			<b>Fund 18 INSURANCE FUND</b>	<b>13,637.00</b>
			<b>Fund 70 WATER SEWER FUND</b>	<b>63,252.48</b>
			<b>Fund 72 ECONOMIC DEVELOPMENT</b>	<b>750.00</b>
			<b>Total For All Funds:</b>	<b>198,871.49</b>

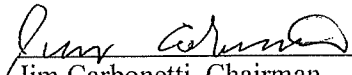
**RECOMMENDATIONS/FINDINGS OF FACT  
TO THE CITY COUNCIL OF THE CITY OF HARVARD  
BY THE CITY PLANNING AND ZONING COMMISSION**

After due notice as required by law, the Planning and Zoning Commission held a public hearing on February 6, 2024, in the petition of Alfredo Bahena, Gator Auto Parts LLC, 7049 Nathan Ln., Carpentersville, IL 60010 ("Petitioner") and John Stricker, 803 E. Brown St., Harvard, IL 60033 ("Property Owner") for property located at 10 S. Jefferson St., Harvard, IL 60033 ("Subject Property"). PIN 01-35-485-001

The petitioner is seeking a conditional use pursuant to Table 8-1 of the Unified Development Ordinance to operate an Auto Parts Recycling Business at the Subject Property.

After reviewing the evidence and testimony presented, the Planning and Zoning Commission unanimously recommends to the City Council that the conditional use permit be granted as outlined in the petition.

Respectfully submitted:  
**PLANNING AND ZONING COMMISSION**

  
\_\_\_\_\_  
Jim Carbonetti, Chairman  
Planning & Zoning Commission



## City of Harvard Memo

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

**To:** Mayor Kelly and City Council

**From:** Donovan Day, Community & Economic Development Director

**CC:** Lou Leone, City Administrator

**Date:** February 27, 2024

**RE:** Petition to Allow Gator Parts LLC to Perform Auto Repair and other Automobile Related Services at 10 S. Jefferson St.

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### **Purpose and Action Requested**

The Petitioner, Alfredo Bahena (Gator Auto Parts LLC) is seeking City Council's consideration to permit the repair of automobiles, and disassembly of automobiles to sell the used parts online at property commonly known as 10 S. Jefferson St.

### **Background/Discussion**

10 S. Jefferson currently houses other businesses, including a pallet factory and two (2) auto repair businesses. It is the City's understanding that the current auto-repair businesses existed before the adoption of the Unified Development Ordinance; therefore, no Conditional Use Permit was required. Gator Auto Parts, if approved, will conduct business in the space shown in the attached picture.

Gator Auto Parts will purchase one (1) to two (2) vehicles at a time from auctions and disassemble them inside the tenant space to sell the parts online. The petitioner will comply with all regulations for hazardous fluid storage and removal, and at no time will any vehicle in a state of disassembly be on the exterior of the building. Once the vehicles are stripped of parts, they will be hauled away by a metal scrap recycler. Although the primary business will be retail, there may be occasional auto repairs performed, necessitating the need for the Conditional Use Permit.

### **Recommendation**

The staff recommends approving the petitioner's request to conduct automobile repair at property commonly known as 10 S. Jefferson St.

Prepared by/Mail To:  
City of Harvard  
P.O. Box 310  
Harvard, IL 60033  
815/943-6468

## ***ORDINANCE NO. 2024 -***

### ***An Ordinance Issuing a Conditional Use Permit to Alfredo Bahena, Gator Auto Parts LLC, to Operate an Auto Parts Recycling Business at Property Commonly Known as 10 S. Jefferson St.***

WHEREAS, a petition was filed with the City of Harvard by Alfredo Bahena, Gator Auto Parts LLC, 7049 Nathan Ln., Carpentersville, IL 60010 (“Petitioner”) and John Stricker, 803 E. Brown St., Harvard, IL 60033 (“Property Owner”) requesting that certain property be issued a conditional use permit to operate an Auto Parts Recycling Business;

WHEREAS, the property is commonly known as 10 S. Jefferson St. (“Subject Property”); and

WHEREAS, a public hearing was held by the City of Harvard Planning and Zoning Commission (“Commission”), after due notice in the manner provided by law; and

WHEREAS, the Planning and Zoning Commission, after deliberation, has made a report and unanimously recommended the issuance of the conditional use permit; and

WHEREAS, the City Council has considered the findings of fact based upon the evidence presented to the City Planning and Zoning Commission by the petitioners at the public hearing.

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

SECTION 1: A conditional use permit is granted to Alfredo Bahena, Gator Auto Parts LLC, to allow the operation of Auto Parts Recycling Business at the Subject Property.

SECTION 2: The Subject Property is legally described as follows:

Lots 1 and 2 of the County Clerk's Plat of the Southeast Quarter of Section 35, Township 46 North, Range 5 East of the Third Principal Meridian (except that part thereof described as follows: Commencing at the Southeast Corner of said Lot 1, being also die Southeast corner of the Southeast Quarter of said Section 35; thence North on the East line of said Lot 1, 399.88 feet, more or less, to the Southerly line of the right of way of the Chicago and Northwestern Railway; thence North, 70 degrees West along said right of way line, 137.21 feet; thence Southwesterly on a curved line, convex to the



Northwest and having a radius of 435.27 feet, a distance of 54.50 feet, measured on the arc of said curve (the chord of said curve marking an angle of 36 degrees, 1 minute, 15 seconds from Northwest to Southwest with the Southerly line of said right of way of said Chicago and Northwestern Railway); thence Southwesterly on a line tangent to the last described curved line, 125.66 feet (said last described line extended Northeast making an angle of 39 degrees, 36 minutes, 30 seconds from Northwest to Southwest with the Southerly line of said right of way of the Chicago and Northwestern Railway); thence Southwesterly on a curved line, convex to the Northwest, tangent to the last described line and having a radius of 408.06 feet, a distance of 297.82 feet measured on the arc of said curve, to an intersection with the North line of Lot 3 of said County Clerk's Plat, said point being 106.43 feet East of the East line of Jefferson Street, in the City of Harvard, extended South; thence East along the North line of said Lot 3, 157.57 feet to the Northeast Corner of Lot 3; thence South along the East line of said Lot 3, 198 feet to the South line of the Southeast Quarter of said Section 35; thence East along the South line of said Southeast Quarter, 396.45 feet, more or less, to the place of beginning), said County Clerk's Plat being recorded on March 20, 1901 in Book 2 of Plats, page 20, in McHenry County, Illinois. PIN 01-35-485-001

SECTION 3: A certified copy of this Ordinance shall be recorded in the office of the McHenry County Recorder of Deeds.

SECTION 4: All requirements set forth in the City of Harvard Zoning Ordinance as required by any owner of property zoned in the same manner as the Property shall be complied with, except as otherwise provided in this Ordinance.

SECTION 5: The report, findings of fact and recommendation of the Commission on the question of granting the conditional use for the Property pursuant to the petition are accepted and shall be on file in the City Hall as a part of the official record of the hearing.

SECTION 6: 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 7: All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

SECTION 8: 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

**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 27<sup>th</sup> day of February, 2024, the foregoing Ordinance entitled *An Ordinance Issuing a Conditional Use Permit to Alfredo Bahena, Gator Auto Parts LLC, to Operate an Auto Parts Recycling Business at Property Commonly Known as 10 S. Jefferson St.* was duly passed by the Mayor and Aldermen of the City of Harvard.

The pamphlet form of Ordinance No. 2024-\_\_\_\_, 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 28<sup>th</sup> day of February, 2024, and continuing for at least 10 days thereafter. Copies of such Ordinance were also available for public inspection upon request in the office of the City Clerk.

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

Given under my hand and corporate seal of the City of Harvard this \_\_\_\_ day of February, 2024.

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

(SEAL)

## Resolution Regarding CMAP's Report Entitled *PLAN OF ACTION FOR REGIONAL TRANSIT (PART)*

**WHEREAS**, the *City of Harvard* is a local unit of government in McHenry County dedicated to promoting and fostering intergovernmental understanding and collaboration; and

**WHEREAS**, transit agencies in Northeastern Illinois are facing an estimated \$730 million operating budget shortfall beginning in 2026 due to changes in travel behavior following the COVID-19 pandemic and expiration of federal *American Rescue Plan Act (ARPA)* emergency assistance funds; and

**WHEREAS**, through *Public Act 102-1028* in 2022, the Illinois General Assembly tasked the *Chicago Metropolitan Agency for Planning (CMAP)* with identifying options regarding funding and governance for the Chicago region's transit system; and

**WHEREAS**, CMAP considered the findings of the *Regional Transportation Authority (RTA)* strategic plan, *Transit is the Answer*, and CMAP's *Mobility Recovery* project; conducted multiple discussions at various levels from riders to system administrators and boards; and developed an in-depth analysis of three question areas: the system we want, how to pay for it, and how to implement it; and

**WHEREAS**, CMAP completed its' analysis and final report in the last half of October 2023 and will submit the report to the General Assembly for review and consideration during the 2024 Legislative Session;

**NOW, THEREFORE BE IT RESOLVED**, that the City of Harvard supports all efforts to strengthen the region's transit system and understands that transit is crucial to addressing the region's goals of improving mobility, increasing economic development and competitiveness, combating climate change, and building a more equitable region; and

**BE IT FURTHER RESOLVED**, that the City of Harvard supports a combination of new revenue options in the form of: System Generated Revenues, Baseline Actions and Durable Sources, as well as Transformational Investment and Meaningful Change, all outlined in the PART report. The City of Harvard does so recognizing new revenue options as necessary to maintaining the region's transit system and making visionary, targeted improvements and investments for the future. However, the City of Harvard strongly voices the position that any new revenue generated from residents of McHenry County be largely directed to service improvements in areas of McHenry County currently unserved or underserved by transit; and

**BE IT FURTHER RESOLVED**, that the City of Harvard strongly opposes the integration of the RTA board and associated service boards (CTA, METRA and PACE) into one single regional transit agency governance unit. Instead, the Council strongly supports keeping the current transit governance structure with the unique service boards and strengthening of the RTA; and

**BE IT FURTHER RESOLVED**, that the City of Harvard also strongly opposes any changes made to regional board appointments that would dilute the voices of suburban residents who ~~day~~ feel underrepresented in regional transit decision-making. Instead, the Council strongly supports increased local government representation from collar counties; and

**BE IT FURTHER RESOLVED**, that regardless of the governance structure, funding allocation policy remain the same as current policy; that is, CTA 58%, METRA 34% and Pace 8%, and that a super majority vote be required to pass any budget or funding for any City or suburban program or project; and

**BE IT FINALLY RESOLVED**, that copies of this resolution be forwarded to The Honorable Governor JB Pritzker, Members of the Illinois General Assembly, Chicago Regional Councils of Governments, the Chicago Metropolitan Agency for Planning and the Metropolitan Mayors Caucus to make them aware of the commitments of the McHenry County Council of Governments regarding regional transit.

**PASSED AND APPROVED** by the City Council of the City of Harvard this 27<sup>th</sup> day of February, 2024.

APPROVED:

\_\_\_\_\_  
Mayor Michael P. Kelly

ATTEST:

\_\_\_\_\_  
Lori Moller, City Clerk

Michael P. Kelly  
Mayor  
City of Harvard  
PO Box 310  
201 W. Diggins St.  
Harvard, IL 60033  
815-943-6468

On Jan 25, 2024, at 07:32, [chalendaigle@gmail.com](mailto:chalendaigle@gmail.com) wrote:

Good Morning,

Yesterday, the MCCG Executive Committee approved the attached resolution "Resolution Regarding CMAP's Report Entitled Plan of Action for Regional Transit (PART)." The resolution draws attention to a report developed by CMAP and presented to the General Assembly addressing the \$730 million transit operating budget shortfall. The full report can be found [here](#).

Several items in the report are of concern to municipalities in McHenry County, including a potential sales tax increase and diminishing representation on transit boards - especially for collar counties.

The MCCG strongly requests that your municipality consider passing the attached resolution so that we can show unity in McHenry County and maintain our voice for transit in the County. Although your community may not have direct Metra or Pace service, all municipalities have the RTA sales tax and any increase will impact municipalities and residents.

We respectfully request resolutions be considered by Friday, February 23, 2024. Please send approved resolutions directly to me and I will package them to send to the General Assembly.

As always, please do not hesitate to contact me with any questions. Thank you for your attention to this important matter.

Sincerely,  
Chalen

--

Chalen Daigle  
Executive Director, McHenry County Council of Governments/  
McHenry County Coordinator  
620 Dakota Street, Suite 251  
Crystal Lake, IL 60012  
Phone: 815-788-4390 Cell: 847-767-0440  
[cdaigle@mchenrycountycog.org](mailto:cdaigle@mchenrycountycog.org)



**MAYORS  
MONARCH  
PLEDGE**

## Mayors' Monarch Pledge

The monarch butterfly is an iconic North American species whose multigenerational migration and metamorphosis from caterpillar to butterfly has captured the imagination of millions of Americans.

We, the undersigned mayors and heads of local or tribal government, are deeply concerned about the decline of the monarch butterfly population. Both the western and eastern monarch populations have experienced significant declines. Less than one percent of the western monarch population remains, while the eastern population has fallen by as much as ninety percent. Monarch scientists attribute the population decline to degradation and loss of summer breeding habitat in the U.S., and loss of winter habitat in south-central Mexico and coastal California.

Cities, towns, counties, and communities have a critical role to play to help save the monarch butterfly. Municipalities can provide habitat at public parks, median strips, community gardens, schools, and municipal buildings like recreation centers and libraries. Events such as community workshops, native plant giveaways, and monarch festivals, can educate residents about the cultural significance of monarchs and how to create habitat. Simple changes in landscaping ordinances or other policies can make a big difference for the monarch too.

We recognize the importance of creating monarch and pollinator habitat at parks, gardens, and other green spaces, that every member of our community can equally enjoy. Our work to help save the monarch butterfly intentionally engages all parts of our communities, ensuring that historically marginalized communities are not left out of the work or the many benefits this work will create.

When mayors speak up and take a stand, our communities notice. Therefore, we hereby commit to help restore habitat for the monarch and encourage our residents to do the same, so that these magnificent butterflies will once again flourish across the continent.

Sign the pledge at [www.nwf.org/mayorsmonarchpledge](http://www.nwf.org/mayorsmonarchpledge)

# STRATEGIC VISION & GOALS

2024-2026



Prepared by:

**next level**  
PARTNERS FOR BIG IDEAS



# STRATEGIC VISION

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Harvard's Strategic Vision is the City's guide to help shape the work of the City government and inform the work of partner organizations. The vision is a framework that guides all plans being created within city departments, setting direction for addressing the community's needs.

It provides direction to city staff, consultants, and contractors working on projects and developing policies. It helps build alignment and strengthens partnership opportunities.

Harvard's Strategic Vision builds upon its rich history and works with the diverse community in Harvard while identifying new opportunities to ensure the community thrives. The framework helps us tackle key issues that need our attention and resources in the near term while holding up a vision for growth and prosperity over the next 20 years.

## 2040 VISION STATEMENT

Harvard is a community steeped in rich history and tradition, anchored by a safe small-town atmosphere, and known for its rich diversity. Harvard's vibrant economy ensures a strong infrastructure and education system that supports a well-educated workforce and robust commercial sector. Our City government is efficient, innovative, and an engaged partner in the community. A variety of cultural, and recreational experiences are enjoyed by residents and have made Harvard a destination for visitors.

## MISSION STATEMENT

The City of Harvard is an efficient, innovative, and inclusive organization that engages fully in partnerships and embraces equity, to create opportunities and improve the quality of life, for families and businesses in our community.

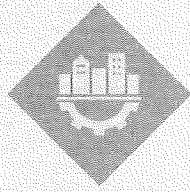
## INCLUSIVE COMMUNITY STATEMENT

Harvard committed to being an inclusive, diverse, and growing community. We define diversity broadly, including but not limited to all races, ages, sexual orientations, gender identification, socio-economic backgrounds, physical or mental abilities, and cultural beliefs. We prioritize the engagement of more community members to ensure we have representative and engaged boards, commissions, and Council members to lead our community.

# CITY OF HARVARD PRIORITY AREAS

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# STRONG, RELIABLE INFRASTRUCTURE

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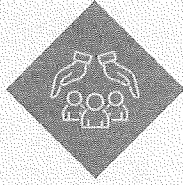
Harvard invests in its infrastructure and facilities. Our trees, landscaping, and gardens add beauty and enjoyment. State-of-the-art water treatment facilities ensure residents have clean water and a sustainable environment. Roads, sidewalks, water, & sewer systems are well maintained using data and planning systems to prioritize replacements. Fiber optics connect every part of our community to every part of the world.

## KEY STRATEGIES

- Complete a City-wide infrastructure study to establish a replacement plan for streets, sidewalks, water, sewer systems, and trees.
- Launch a communication plan to share the street improvement plan with residents.
- Seek new funding sources, e.g., grants, so that the PAVER pavement Management System goals can be met.
- Begin street improvements with new funding supported by taxpayers
- Engage with Metra, RTA, and PACE to explore ancillary transportation opportunities like pedestrian access, bus access, and vehicle parking access.
- Establish downtown wireless access.

## PROGRESS MILESTONES

- Infrastructure plan in place by 2025 and shared with the community
- Street improvements increase by 3x beginning in 2025
- Road maintenance plan is in place to achieve a PCI (pavement condition index) of 52.
- Initial work on Regional Transportation Authority Grant complete to provide better access to transit
- Wireless access available downtown



# SAFE COMMUNITY

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Our community is safe, and our residents enjoy a small-town feel. An updated facility for the police department ensures our first responders can provide better service to residents. Staff develop a culture of emergency preparedness to enhance community service. An accessible emergency alert system ensures residents are well informed of and prepared for emergency situations.

## KEY STRATEGIES

- Complete emergency management certifications (staff)
- Continue to build a diverse police force that represents the community
- Enhance partnerships & coordination with the Fire District and School District
- Hold regular & planned coordinated emergency scenario response training
- Identify improvements to the emergency alert system

## PROGRESS MILESTONES

- Staff members are fully certified in emergency management practices
- Police department members are representative of the community
- Coordinated emergency response training scenarios happen 2-4 times/year
- Emergency alert system is active and accessible to all residents



# EFFICIENT, EFFECTIVE GOVERNMENT

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Our City government responds quickly to community needs and has open channels of communication. We use long-range planning and manage debt to use our revenue wisely. We strive to control costs while providing the highest possible level of services. City government is trusted and transparent, and we use technology effectively to communicate with, engage and empower the community.

We have strong public-private partnerships that support investment and growth as well as confidence and pride in our community. Our relationships with regional partners and state/national legislators are demonstrated by their support for and investment in Harvard.

## KEY STRATEGIES

- Increase information available in Spanish along with translation supports
- Invest in technology & website to improve data and access to online services
- Review staffing matrix by department & succession planning model
- Increase engagement with McHenry County Council of Government
- Explore partnerships with neighboring communities to share resources
- Improve communication with residents – explore PT communication person
- Track progress milestones & share in communications to residents
- Launch a resident survey to inform the City's work & decision making.

## PROGRESS MILESTONES

- Spanish translation supports in place, increase in engagement of residents with Hispanic heritage
- Website & technology improvements launched
- Regular participation in COG, new opportunities emerge for Harvard residents
- Resident satisfaction with City communication/information increases



# THRIVING ECONOMY

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Our city has a strong local economy. Our local businesses are vibrant and diverse, while new businesses are emerging. Our history, cultural scene and access to the train continue to support a growing visitor-based economy. Meanwhile, our residents can find a wide range of career opportunities.

Plentiful educational options, workforce development programs, access to capital, economic incentives, and a culture that values homegrown businesses attract residents and employers who share these values.

## KEY STRATEGIES

- Review, revise, and adopt economic development plan
- Establish a best-practice business retention & development program
- Partner to build a business incubation program/space
- Explore targeted business development (e.g., aviation, industrial park projects)
- Establish a business & economic development advisory board to inform decisions and engage partners
- Engage in County and regional planning and partnerships

## PROGRESS MILESTONES

- Economic development plan is adopted and driving our efforts
- Advisory Board is engaged, informed, and supporting the plan
- Partnerships and supports for businesses increase
- Business occupancy (downtown) increases
- Business starts increasing
- Business investment increasing
- Jobs increasing



# HOUSING & NEIGHBORHOODS

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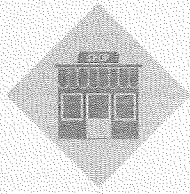
Harvard's charming neighborhoods and affordable housing make up a small-town feel that attracts families and a growing workforce. Connections to Chicago by train or car make Harvard an easy commute for workers and a convenient trip to our community for visitors.

## KEY STRATEGIES

- Improve policy to encourage development of existing subdivisions for workforce housing
- Explore incentives to encourage improvements to historical homes & neighborhoods
- Improve code enforcement to address properties in poor condition and abandoned properties
- Complete a housing stock and residential land inventory to inform a residential development & housing plan

## PROGRESS MILESTONES

- Residential land inventory & development plan complete
- Property improvements due to increased code enforcement
- Increase in workforce housing availability
- Reduction in number of homes in poor condition or abandoned



# VIBRANT DOWNTOWN

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Our downtown is a gathering place for residents and visitors. A revitalized streetscape supports a wide variety of shops and businesses. The upper stories of buildings are desirable residential spaces just steps from a variety of restaurants, shops, arts/culture, and entertainment.

## KEY STRATEGIES

- Develop a Downtown Master Plan
- Improve incentives for downtown building improvements to encourage development of quality upper-story apartments, e.g., micro-TIF
- Use data to inform small business recruitment/retention to downtown spaces

## PROGRESS MILESTONES

- Downtown Master Plan complete
- Wi-Fi access available downtown
- Increase quality of upper-story residential units
- Increase in number & variety of downtown businesses





## ARTS & CULTURE

---

Harvard's arts & culture scene offers opportunities for residents to enjoy cultural events and community art spaces enhance our downtown. Open spaces, bike paths, parks, greenways, and community gardens are abundant throughout the community.

Harvard is a destination for everything from weddings to weekend getaways. Visitors are attracted to Harvard, taking part in events that highlight the community's heritage, Hispanic culture, and emerging arts community.

### KEY STRATEGIES

- Develop clear policies & practices for supporting cultural events
- Establish an Arts & Culture commission or board to develop a plan
- Create spaces for performance art or art displays, murals, sculptures

### PROGRESS MILESTONES

- Increase in events & clear role established for City support
- Arts & Culture Commission in place
- Increased arts/cultural options, projects, and funding (from external sources)



# PARKS & RECREATION

---

Our parks and recreation opportunities provide spaces, playgrounds, and programs that residents enjoy. The City is committed to exploring ways to expand recreation opportunities.

## KEY STRATEGIES

- Complete existing park improvements with recently redirected funding support from taxpayers
- Review parks master plan and revise, replace as necessary
- Create regular programming & communication to support awareness and registration
- Build partnerships with the library, schools, and other program providers to coordinate programming and space use
- Explore development of indoor space for recreation activities
- Explore development of self-sustaining facilities e.g., soccer field/facility

## PROGRESS MILESTONES

- Park improvements are planned and being implemented with available funding according to the plan
- Parks Master Plan is complete and driving park programming and facilities work
- Additional Parks programs are available, partners are engaged, and residents can easily learn about recreation opportunities and register for them
- A plan is in place to make indoor space available for our park/recreation programming needs

# HARVARD MAYOR & CITY COUNCIL

Michael P. Kelly, Mayor  
Daniel Carncross  
Charles Gorman  
Lisa Haderlein  
Lorena Lancaster  
John Lavalley  
Rosa Luna  
Matthew Perkins  
Jay Schulz



LAW OFFICES  
ZUKOWSKI, ROGERS, FLOOD & McARDLE  
50 VIRGINIA STREET  
CRYSTAL LAKE, ILLINOIS 60014

TIMOTHY J. CLIFTON  
[tclifton@zrfmlaw.com](mailto:tclifton@zrfmlaw.com)

(815)459-2050  
FAX (815)459-9057  
[www.zrfmlaw.com](http://www.zrfmlaw.com)

**MEMORANDUM**

To: Mayor and City Council  
From: Timothy J. Clifton, City Attorney *T.J.C.*  
Date: February 22, 2024  
Re: PFAS/PFOS Settlement Opt In

---

**Recommendation:**

It is recommended that the City Council authorized the City Administrator/Mayor's actions to opt-in to the products liability settlement agreements associated with PFAS/PFOS contamination of drinking water.

**Details:**

As you may recall, at an earlier meeting, you authorized the City to retain the law firm of Sher Edling LLP to advise the City regarding matters related to national litigation associated with potential PFAS/PFOS contamination in the City's drinking water. Since that time, in cooperation with legal counsel, we have been working with the City and those attorneys to determine the best options for the City.

Late in 2023, we concluded that the best option was for the City to opt out of any settlement. While the City did not have problematic levels of PFAS/PFOS in its drinking water, the acceptable levels for such contamination in any of the City's wastewater and sludge were and still are in the process of being set by federal authorities. Because the proposed drinking water settlement with the two big defendants required a waiver of claims should the City have subsequent claims against the defendants for groundwater contamination and because the City's recovery would be small to non-existent, there appeared to be no upside to the City entering into any drinking water settlement.

Earlier this month, however, as part of the hearing process for the presiding judge to ensure the fairness of the settlement, details in the proposed settlement agreements were clarified in ways that more substantially limited the risk that entering the settlement would effectively foreclose any potential future wastewater claims. Also, it became clear that the settlement would provide at least

some additional testing dollars for water providers, like the City, who had no existing problematic levels in its water supply and at least some chance of further recovery if subsequent testing in the relatively near future showed problematic levels. Given the massive scope of this litigation, the Judge emphasized that this effectively was the one remaining realistic chance for most parties to ever see any settlement funds related to PFAS/PFOS in drinking water. The Judge then re-opened the window for entering into the settlement agreements through March 1, 2024.

The City is unlikely to collect much from this drinking water settlement. However, the risk of foreclosing future potential groundwater claims has been reduced if the City joins the settlement. Also, while a relatively speculative chance, the settlement has the potential to provide some funds to the City if re-testing in the relatively near future shows eligible levels of such contamination. As a result, it now makes more sense for the City to opt into the settlement as this is likely the City's only chance to recover any funds as a result of past drinking water contamination by the defendants.

If you have any questions about this matter, please do not hesitate to contact me.

cc: Lou Leone, Administrator

Z:\H\HarvardCityof\Memo Mayor&Leone.PFAS-PFOS Settlement opt in.docx



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

**To:** Mayor Kelly & City Council  
**From:** Donovan Day, Community Development Director  
**CC:** Lou Leone, City Administrator  
**Date:** February 27, 2024  
**RE:** Developer Agreement for the Construction of Residential Units

---

**Purpose and Action Requested**

Staff is seeking City Council’s consideration for a Development Agreement between the City of Harvard and Shadow Creek Development to construct single-family homes in the Oak Grove Crossing subdivision.

**Background/Discussion**

The owner of Shadow Creek Development, Bryan Tracy, is requesting a reduction in permit fees to construct single-family homes in the Oak Grove Crossing subdivision. Mr. Tracy is requesting a reduction in permit fees from \$9,000.00 per home to \$5,500.00 per home if four (4) homes are constructed within a two (2) year period. The agreement allows for two (2) extensions for an additional four (4) homes per two (2) year period for a total of twelve (12) single-family homes over six (6) years from the agreement date.

**Recommendation**

Staff recommends City Council authorize the City Attorney to draft the necessary agreements as outlined above and authorize Mayor Kelly to sign the agreements.

LAW OFFICES  
**ZUKOWSKI, ROGERS, FLOOD & McARDLE**  
50 VIRGINIA STREET  
**CRYSTAL LAKE, ILLINOIS 60014**

TIMOTHY J. CLIFTON  
[tclifton@zrfmlaw.com](mailto:tclifton@zrfmlaw.com)

(815)459-2050  
FAX (815)459-9057

February 23, 2024

Bryan Tracy  
Shadow Creek Development LLC  
P.O. Box 444  
Fontana, WI 53125

Re: Letter Agreement on Building Permits

Dear Bryan:

As a follow up to your conversations with the City of Harvard and action by the City Council, please let this letter serve as an outline of the terms of our agreement, pending your signature below.

Shadow Creek Development LLC (hereinafter "Shadow Creek") will develop four (4) residential properties within the boundaries of the City of Harvard within two years from the date of the signatures below. In exchange for Shadow Creek's development of four (4) residential properties within the next two years, the City has agreed to reduce the building permit fee for each residence to \$5,500.00 for a total for all four (4) of \$22,000.00.

Shadow Creek will comply with all other City rules and regulations. This Agreement is not assignable to anyone and is intended solely for the benefit of the City and Shadow Creek.

In the event Shadow Creek does not develop four (4) properties within the two year period, Shadow Creek will then owe the full price on the building permits that were ultimately issued. For illustration purposes only, if Shadow Creek only develops three properties, then Shadow Creek owes the City the difference between what Shadow Creek paid for the permit fees (\$5,500 x 3) and what Shadow Creek would have owed without this agreement (full building permit fee x 3). Said sum would be payable no later than thirty (30) days after the expiration of the two (2) year window to complete the properties.

Zukowski, Rogers, Flood & McArdle

Bryan Tracy  
February 23, 2024  
Page 2

If you are in agreement with this arrangement, please sign below and return to Lou Leone at City Hall. Upon full execution, we will forward you a copy for your records.

Sincerely,

Timothy J. Clifton

TJC:jd

Shadow Creek Properties

City of Harvard

\_\_\_\_\_  
By: \_\_\_\_\_  
Its: \_\_\_\_\_

\_\_\_\_\_  
Mayor Kelly





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

**To:** Mayor Kelly & City Council

**From:** Donovan Day, Community & Economic Development Director

**CC:** Lou Leone, City Administrator

**Date:** February 27, 2024

**RE:** Amending the official City of Harvard Zoning Map to Reflect the Rezoning of Property on Airport Rd. from R-1 Large Lot Residential District to B-2 General Business District

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**Purpose and Action Requested**

Staff is seeking City Council's consideration for a zoning map amendment to rezone property identified as PIN 06-02-251-029 from R-1 Large Lot Residential District to B-2 General Business District.

**Background/Discussion**

The Planning & Zoning Commission recommended to approve the Petition to rezone the subject property to B-2 at their regularly scheduled meeting on July 11, 2023. The City Council accepted the Planning & Zoning Commission's recommendation, and approved the request at their regularly scheduled meeting on July 25, 2023.

The final step is to amend the City of Harvard Zoning Map (attached) to reflect the zoning change.

**Recommendation**

Staff recommends amending the City of Harvard Zoning Map to rezone property commonly known as PIN 06-02-251-029 to B-2 General Business District.



# ***ORDINANCE NO. 2024 - 106***

## ***An Ordinance Adopting the City of Harvard Official Zoning Map***

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

SECTION 1: That the official zoning map, entitled “City of Harvard Zoning Map, March 2024” is hereby adopted.

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: Aldermen Daniel Carncross, Charles Gorman, Lisa Haderlein, Lori Lancaster, John Lavallee, Matthew Perkins, Rosa Luna, Jay Schulz

Nay: None

Absent: None

Abstain: None

APPROVED:

\_\_\_\_\_  
Mayor Michael P. Kelly

(SEAL)

ATTEST: \_\_\_\_\_  
City Clerk Lori Moller

Passed: February 27, 2024

Approved: February 27, 2024

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 27<sup>th</sup> day of February, 2024, the foregoing Ordinance entitled *An Ordinance Adopting the City of Harvard Official Zoning Map*, was duly passed by the Mayor and Aldermen of the City of Harvard.

The pamphlet form of Ordinance No. 2024- , 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 28<sup>th</sup> day of February, 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 corporate seal of the City of Harvard this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

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

(SEAL)



## CONTRACT FOR SERVICES

This contract made and entered into this 22 day of February, 2024, by and between Harvard, IL - City of hereinafter called the "Owner" or "Customer" and Maguire Iron, Inc., a South Dakota Corporation with its principal office located in Sioux Falls, South Dakota, hereinafter called the "Contractor" or "Company" for and in consideration of the mutual covenants and promises hereinafter contained.

### Sphere - 750MG

#### **WITNESSETH:**

Contractor agrees to make the following repairs and improvements on the Owner's water supply tank, and to furnish the necessary equipment, labor, material, as well as Workmen's Compensation Insurance and Contractor's Liability Insurance, and to do the work hereinafter stated in a good and workmanlike manner.

#### Exterior Renovation

- Contractor will pressure wash the complete exterior (100%) in accordance with SSPC SP No. 12.
- Contractor will SSPC SP No. 2 / 3 Hand tool clean / Power tool clean all rusted areas.
- Contractor will apply one (1) spot coat of epoxy to the rusted and abraded areas. Coatings shall be applied to manufacturer's recommended film thickness (2.0 - 4.0 mils DFT).
- Contractor will apply one (1) finish coat of polyurethane to the complete exterior (100%) shall be applied to the manufacturer's recommendations (2.0 - 3.0 mils DFT).

#### Interior Wet Renovation

- Contractor will abrasive blast clean the complete interior (100%) to an SSPC - SP No. 10 "Near White Metal". After abrasive blast cleaning, all surfaces shall be cleaned of any dust residue or foreign debris.
- Contractor will apply one (1) prime coat of NSF-61 approved zinc rich primer to the complete interior (100%) shall be applied to manufacturer's recommended film thickness (2.5 - 3.5 mils DFT).
- Contractor will apply one (1) additional coat of NSF-61 approved epoxy to be applied by brush and roller to all edges, weld seams and sharp angles.
- Contractor will apply one (1) finish coat of NSF-61 approved epoxy to the complete interior (100%) shall be applied to the manufacturer's recommendations (8.0 - 14.0 mils DFT).

#### Disinfection Method

- Contractor will disinfect the interior of the tank as per AWWA Standard C652-02, Chlorine Method #2 Spray down method prior to the owner filling the tank.
- Water samples and testing is the responsibility of the owner.



## Interior Dry Renovation

- Contractor will pressure wash the complete interior in accordance with SSPC SP No. 12.
- Contractor will SSPC SP No. 2 / 3 Hand tool clean / Power tool clean all rusted areas.
- Contractor will apply one (1) spot prime coat of epoxy to the rusted and cleaned areas. Coatings to shall be applied to manufacturer's recommended film thickness (2.0 - 4.0 mils DFT).
- Contractor will apply one (1) finish coat of epoxy to the complete interior (100%) shall be applied to the manufacturer's recommendations (4.0 - 6.0 mils DFT).

## Baburek Valve - Pipe to Overflow

- Contractor will install a new 3 inch welded on schedule 40 coupler into the bell of the water tank on the inside area at the top of the platform.
- Coupler will be seal welded on the inside and the outside of the wet area of the tank.
- All paint that is burned or abraded at the time of the installation shall be repaired.
- No freeze valve shall be installed into the coupler with pipe dope and tightened to ensure no leaks.
- Contractor will install a crossover pipe to the overflow pipe to allow water flow from the tank to the ground through the overflow.

## Visual Inspection

- Contractor will do a complete inspection along with photos of the complete interior and exterior of the water tower.
- Contractor will work up a report of the findings during the Inspection of the city's water tower and send a detailed report that will include current condition, and future recommendations as applicable. Inspection to cover, Coatings, Sanitary, Security, Safety and Structural conditions.

## Cleanout

- Contractor will furnish tools, labor, and materials as well as necessary insurance to perform the work in a good and workmanlike manner.
- Contractor will furnish a pressure relief valve / blow off valve for use by the Owner if needed at no charge.
- Contractor will wash out heavy sediment once the tank is emptied by the owner.
- Contractor will power wash the bottom 6' of the interior wet area of the tank after heavy sediment has been removed from the tank. Some staining may remain.
- Contract is based on up to one half-day of crew onsite. Projects over one-half day will be charged at \$675/hour. Additional days required will be charged at \$5500/day.
- Should any emergency repair or renovation be necessary, cost and details to be submitted. No extra work will be done without the owner's authorization.
- Contractor will do a complete inspection along with photos of the complete interior and exterior of the water tank.

Owner will inspect the work as it progresses and upon completion and acceptance by Owner of the above work, the sum of **See Below** plus applicable sales, excise, and/or use tax shall become due and payable in full.





## Schedule A: Cost Schedule

Harvard, IL - City of Sphere 750 MG		
Year	Service	Annual Spend
Year: 1	Paint - Interior Wet Paint - Interior Dry Steelwork Repairs	\$141,560.00
Year: 2	Visual Inspection	\$141,560.00
Year: 3	Paint - Exterior	\$84,375.00
Year: 4	Clean Out / ROV	\$84,375.00
Year: 5	Visual Inspection	\$2,000.00
Year: 6	Visual Inspection	\$2,000.00
Year: 7	Clean Out / ROV	\$2,350.00
Year: 8	Visual Inspection	\$2,000.00
Year: 9	Visual Inspection	\$2,000.00
Year: 10	Clean Out / ROV	\$2,350.00





## Schedule A: Cost Schedule

Harvard, IL - City of Multi-Leg 300 MG		
Year	Service	Annual Spend
Year: 1	Paint - Interior Wet Steelwork Repairs	\$119,845.00
Year: 2	Visual Inspection	\$119,845.00
Year: 3	Visual Inspection	\$2,000.00
Year: 4	Clean Out / ROV	\$2,650.00
Year: 5	Paint - Exterior	\$201,500.00
Year: 6	Visual Inspection	\$201,500.00
Year: 7	Clean Out / ROV	\$2,650.00
Year: 8	Visual Inspection	\$2,000.00
Year: 9	Visual Inspection	\$2,000.00
Year: 10	Clean Out / ROV	\$2,650.00



## Frost Proof Vent

- Contractor will remove existing vent and furnish and install a new state compliant 16 inch fail safe steel vent.

## WET INTERIOR LADDER RUNGS 5 NEED REPLACED

## WET INTERIOR LADDER NEEDS SECURED TO ROOF

## Overflow Pipe

- Contractor agrees to install 8 inch schedule 40 steel overflow pipe.
- New Overflow pipe shall be extended from the existing overflow pipe to a level of 12 to 24 inches above grade.
- The new overflow pipe will be angled away from the foundation and equipped with an flapper/screen combination.
- All piping will be braced and welded to the exterior of the tank.
- Owner is responsible for splash pad.

## Raise Balcony Handrail and add midrail

- Contractor agrees to raise the existing handrail to OSHA compliant 42" and install a mid rail

## Safety Climb

- Contractor will provide and install new exterior galvanized safety climb system meeting current ANSI and OSHA standards.

## Visual Inspection

- Contractor will do a complete inspection along with photos of the complete interior and exterior of the water tower.
- Contractor will work up a report of the findings during the Inspection of the city's water tower and send a detailed report that will include current condition, and future recommendations as applicable. Inspection to cover, Coatings, Sanitary, Security, Safety and Structural conditions.



## Cleanout

- Contractor will furnish tools, labor, and materials as well as necessary insurance to perform the work in a good and workmanlike manner.
- Contractor will furnish a pressure relief valve / blow off valve for use by the Owner if needed at no charge.
- Contractor will wash out heavy sediment once the tank is emptied by the owner.
- Contractor will power wash the bottom 6' of the interior wet area of the tank after heavy sediment has been removed from the tank. Some staining may remain.
- Contract is based on up to one half-day of crew onsite. Projects over one-half day will be charged at \$675/hour. Additional days required will be charged at \$5500/day.
- Should any emergency repair or renovation be necessary, cost and details to be submitted. No extra work will be done without the owner's authorization.
- Contractor will do a complete inspection along with photos of the complete interior and exterior of the water tank.

Owner will inspect the work as it progresses and upon completion and acceptance by Owner of the above work, the sum of **See Below** plus applicable sales, excise, and/or use tax shall become due and payable in full.

**Terms:** Net 30 days from acceptance and invoicing, plus applicable sales, use, excise, transfer or similar taxes required by law. A service charge of 1½% per month (annual rate of 18%) will be charged on past due accounts. During any exterior painting, Owner shall assist in removing any vehicles in the area which might receive paint damage. Contractor will exercise reasonable care and caution to avoid, but will accept no liability for damage to antenna, communication, telemetry and/or electrical system(s) which may be attached to the structure. Removal, repair and/or replacement of the antenna, communication, telemetry and/or electrical system(s) shall be the responsibility of the Owner. Contractor may apply a temporary surcharge to amounts otherwise payable under this Agreement to reflect significant cost increases for materials, supplies, and/or fuel during high inflationary periods. Owner and the authorized agents signing this contract as such agents do hereby expressly warrant that Owner has authority to make and enter into this contract and that it becomes a party hereto pursuant to a lawful resolution duly and regularly adopted by the governing board of said Owner pursuant to the applicable statutes of this State. Customer shall reimburse Company for all travel, meal and entertainment expenses incurred by Company and its employees in connection with Company's performance under the contract. To the extent that any meal or entertainment expenses incurred by Company or its employees are subject to the limitation on deductibility under IRC Section 274(n) (1) and the Regulations thereunder, Customer shall be subject to the limitation and shall reduce its deduction accordingly. **This is included in the contract amount.**

The owner will be responsible to the Company for the cost (at current market rates) of any work that has been performed prior to termination.

**HAZARDOUS MATERIAL DISCLAIMER:** *In the event that hazardous materials are on the water tank and this information is not addressed in the specification or made known to Maguire Iron, Inc. prior to the price or bid being supplied by Maguire Iron, Inc., any additional means of hazardous material abatement or disposal costs will be born upon the Owner.*



## CONTRACT FOR SERVICES

This contract made and entered into this 22 day of February, 2024, by and between Harvard, IL - City of hereinafter called the "Owner" or "Customer" and Maguire Iron, Inc., a South Dakota Corporation with its principal office located in Sioux Falls, South Dakota, hereinafter called the "Contractor" or "Company" for and in consideration of the mutual covenants and promises hereinafter contained.

### Sphere - 500MG

#### **WITNESSETH:**

Contractor agrees to make the following repairs and improvements on the Owner's water supply tank, and to furnish the necessary equipment, labor, material, as well as Workmen's Compensation Insurance and Contractor's Liability Insurance, and to do the work hereinafter stated in a good and workmanlike manner.

#### Exterior Renovation with Class 4A Containment

- Contractor will abrasive blast clean the complete exterior (100%) to an SSPC - SP No. 6 "Commercial Blast". After abrasive blast cleaning, all surfaces shall be cleaned of any dust residue or foreign debris.
- Contractor will apply one (1) full prime coat of zinc to the complete exterior (100%) shall be applied to manufacturer's recommended film thickness (2.5 - 3.5 mils DFT).
- Contractor will apply one (1) full intermediate coat of acrylic dryfall material to the complete exterior (100%) shall be applied to manufacturer's recommended film thickness (2.0 - 3.0 mils DFT).
- Contractor will apply one (1) full coat of acrylic dryfall material to the complete exterior (100%) shall be applied to manufacturer's recommended film thickness (2.0 - 3.0 mils DFT).

#### Interior Wet Renovation

- Contractor will abrasive blast clean the complete interior (100%) to an SSPC - SP No. 10 "Near White Metal". After abrasive blast cleaning, all surfaces shall be cleaned of any dust residue or foreign debris.
- Contractor will apply one (1) prime coat of NSF-61 approved zinc rich primer to the complete interior (100%) shall be applied to manufacturer's recommended film thickness (2.5 - 3.5 mils DFT).
- Contractor will apply one (1) additional coat of NSF-61 approved epoxy to be applied by brush and roller to all edges, weld seams and sharp angles.
- Contractor will apply one (1) finish coat of NSF-61 approved epoxy to the complete interior (100%) shall be applied to the manufacturer's recommendations (8.0 - 14.0 mils DFT).

#### Disinfection Method

- Contractor will disinfect the interior of the tank as per AWWA Standard C652-02, Chlorine Method #3 prior to the owner filling the tank.
- Water samples and testing is the responsibility of the owner.



## Interior Dry Renovation

- Contractor will pressure wash the complete interior in accordance with SSPC SP No. 12.
- Contractor will SSPC SP No. 2 / 3 Hand tool clean / Power tool clean all rusted areas.
- Contractor will apply one (1) spot prime coat of epoxy to the rusted and cleaned areas. Coatings to shall be applied to manufacturer's recommended film thickness (2.0 - 4.0 mils DFT).
- Contractor will apply one (1) finish coat of epoxy to the complete interior (100%) shall be applied to the manufacturer's recommendations (4.0 - 6.0 mils DFT).

## Frost Proof Vent

- Contractor will remove existing vent and furnish and install a new state compliant 16 inch fail safe steel vent.

## CONTINGENCY MONEY FOR STEEL DAMAGE / STEEL LOSS

## Replace 10 Rungs on Interior Wet Ladder

## Visual Inspection

- Contractor will do a complete inspection along with photos of the complete interior and exterior of the water tower.
- Contractor will work up a report of the findings during the Inspection of the city's water tower and send a detailed report that will include current condition, and future recommendations as applicable. Inspection to cover, Coatings, Sanitary, Security, Safety and Structural conditions.

## Cleanout

- Contractor will furnish tools, labor, and materials as well as necessary insurance to perform the work in a good and workmanlike manner.
- Contractor will furnish a pressure relief valve / blow off valve for use by the Owner if needed at no charge.
- Contractor will wash out heavy sediment once the tank is emptied by the owner.
- Contractor will power wash the bottom 6' of the interior wet area of the tank after heavy sediment has been removed from the tank. Some staining may remain.
- Contract is based on up to one half-day of crew onsite. Projects over one-half day will be charged at \$675/hour. Additional days required will be charged at \$5500/day.
- Should any emergency repair or renovation be necessary, cost and details to be submitted. No extra work will be done without the owner's authorization.
- Contractor will do a complete inspection along with photos of the complete interior and exterior of the water tank.





## Schedule A: Cost Schedule

Harvard, IL - City of Sphere 500 MG		
Year	Service	Annual Spend
Year: 1	Paint - Interior Wet Paint - Interior Dry Steelwork Repairs	\$126,997.00
Year: 2	Visual Inspection	\$126,998.00
Year: 3	Paint - Exterior	\$172,500.00
Year: 4	Clean Out / ROV	\$172,500.00
Year: 5	Visual Inspection	\$2,000.00
Year: 6	Visual Inspection	\$2,000.00
Year: 7	Clean Out / ROV	\$3,000.00
Year: 8	Visual Inspection	\$2,000.00
Year: 9	Visual Inspection	\$2,000.00
Year: 10	Clean Out / ROV	\$3,000.00



## CONTRACT FOR SERVICES

This contract made and entered into this 22 day of February, 2024, by and between Harvard, IL - City of hereinafter called the "Owner" or "Customer" and Maguire Iron, Inc., a South Dakota Corporation with its principal office located in Sioux Falls, South Dakota, hereinafter called the "Contractor" or "Company" for and in consideration of the mutual covenants and promises hereinafter contained.

### Multi-Leg - 300MG

#### **WITNESSETH:**

Contractor agrees to make the following repairs and improvements on the Owner's water supply tank, and to furnish the necessary equipment, labor, material, as well as Workmen's Compensation Insurance and Contractor's Liability Insurance, and to do the work hereinafter stated in a good and workmanlike manner.

#### Exterior Renovation with Class 4A Containment

- Contractor will abrasive blast clean the complete exterior (100%) to an SSPC - SP No. 6 "Commercial Blast". After abrasive blast cleaning, all surfaces shall be cleaned of any dust residue or foreign debris.
- Contractor will apply one (1) full prime coat of zinc to the complete exterior (100%) shall be applied to manufacturer's recommended film thickness (2.5 - 3.5 mils DFT).
- Contractor will apply one (1) full intermediate coat of acrylic dryfall material to the complete exterior (100%) shall be applied to manufacturer's recommended film thickness (2.0 - 3.0 mils DFT).
- Contractor will apply one (1) full coat of acrylic dryfall material to the complete exterior (100%) shall be applied to manufacturer's recommended film thickness (2.0 - 3.0 mils DFT).

#### Interior Wet Renovation

- Contractor will abrasive blast clean the complete interior (100%) to an SSPC - SP No. 10 "Near White Metal". After abrasive blast cleaning, all surfaces shall be cleaned of any dust residue or foreign debris.
- Contractor will apply one (1) prime coat of NSF-61 approved zinc rich primer to the complete interior (100%) shall be applied to manufacturer's recommended film thickness (2.5 - 3.5 mils DFT).
- Contractor will apply one (1) additional coat of NSF-61 approved epoxy to be applied by brush and roller to all edges, weld seams and sharp angles.
- Contractor will apply one (1) finish coat of NSF-61 approved epoxy to the complete interior (100%) shall be applied to the manufacturer's recommendations (8.0 - 14.0 mils DFT).

#### Disinfection Method

- Contractor will disinfect the interior of the tank as per AWWA Standard C652-02, Chlorine Method #3 prior to the owner filling the tank.
- Water samples and testing is the responsibility of the owner.







**CHRISTOPHER B. BURKE ENGINEERING, LTD.**

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

January 18, 2024

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

Attention: Mr. Lou Leone, City Administrator

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

Dear Mr. Lou Leone:

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

**UNDERSTANDING OF THE ASSIGNMENT**

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

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

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

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

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

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

### **SCOPE OF SERVICES**

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

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

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

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

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

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

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

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

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

**ESTIMATE OF FEE**

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

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

Sincerely,



Michael Kerr, PE  
President

Encl.            Exhibit A  
                      Jon Duddles Resume

JD/jmc

THIS PROPOSAL ACCEPTED FOR THE City of Harvard.

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_





**YEARS EXPERIENCE:** 26  
**YEARS WITH CBBEL:** <1

#### EDUCATION

Bachelor of Science, 1998  
Civil Engineering  
University of Evansville

#### PROFESSIONAL REGISTRATION

Professional Engineer, IL,  
062.057494, 2004

#### CERTIFICATIONS

Certified Floodplain Manager,  
IAFSM

National Flood Insurance  
Program Community Rating  
System, FEMA

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

Quality Assurance  
Conformance Certification,  
IDOT

Survey I-IV, IDOT

MFT Accounting and Auditing  
Certification, IDOT

#### PROFESSIONAL AFFILIATIONS

American Society of  
Professional Engineers

American Society of Civil  
Engineers

American Society of  
Floodplain Managers

American Public Works  
Association

American Water Works  
Association

#### AWARDS

2018 IAFSM Mitigation  
Award

## Jon Duddles, PE, CFM

Senior Construction Engineer

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

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

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

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

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

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

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

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

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

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



September 11, 2023

City of Harvard  
300 Lawrence Rd.  
Harvard, IL 60033

RE: Pit/pump replacement

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

**Items Included:**

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

**Items Not Included:**

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

**Total Proposed Project cost: \$32,515.00\***

**\*4-6 Week lead time**





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

Respectfully,

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

Mike Hein  
Service Manager

---

Signature of Acceptance

Date

## **ORDINANCE NO. 2024 –**

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

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

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

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

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

SECTION 3: If any section, paragraph, subdivision, clause, sentence or provision of this Ordinance shall be adjudged by any Court of competent jurisdiction to be invalid, such judgment shall not affect, impair, invalidate or nullify the remainder thereof, which remainder shall remain and continue in full force and effect.

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

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

Aye:

Nay:

Absent:

Abstain:

APPROVED:

---

Mayor Michael P. Kelly

(SEAL)

ATTEST: \_\_\_\_\_  
City Clerk Lori Moller

Passed: February 27, 2024

Approved: February 27, 2024

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 27<sup>th</sup> day of February, 2024, the foregoing Ordinance entitled: *An Ordinance Declaring Surplus Personal Property Owned by the City of Harvard and Authorizing the Sale of Said Personal Property* was duly passed by the Mayor and Aldermen of the City of Harvard.

The pamphlet form of Ordinance No. 2024-\_\_\_\_\_ 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 27<sup>th</sup> day of February, 2024, and continuing for at least 10 days thereafter. Copies of such Ordinance were also available for public inspection upon request in the office of the City Clerk.

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

Given under my hand and corporate seal of the City of Harvard this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

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

(SEAL)

## SURPLUS PROPERTY FEBRUARY, 2024

Item Description	Qty	Serial/ID #	Intent
Winchester 180 gr T-Series .40 cal Smith & Wesson Ammunition	14 cases		
2007 Dodge Dakota	1	VIN 1D7HW22KX&S242844	Auction
Bucket 710	1	None	Auction
Plate compactor	1	None	Auction
16" Walk behind saw	1	None	Auction
Black toolbox	1	None	Auction
Street Signs – Various		Decommissioned/Replaced	Auction
HP2035n Printer	1		Auction
Samsung M288Xx Printer	1		Auction
Light Bars	6		Auction
Gun Mounts	3		Auction
Siren/light controllers	11		Auction
Assorted lights	1 box		Auction
Wooden Cabinet Contents (welding supplies City no longer has proper equipment to utilize)	1	None	Auction

LAW OFFICES  
**ZUKOWSKI, ROGERS, FLOOD & McARDLE**  
50 VIRGINIA STREET  
CRYSTAL LAKE, ILLINOIS 60014

**TIMOTHY J. CLIFTON**  
[tclifton@zrfmlaw.com](mailto:tclifton@zrfmlaw.com)

(815) 459-2050  
Facsimile (815) 459-9057  
[www.zrfmlaw.com](http://www.zrfmlaw.com)

## **MEMORANDUM**

**To:** Mayor Kelly and City Administrator Leone  
**From:** Timothy J. Clifton *T. C.*  
**Date:** February 16, 2024  
**Re:** Referendum for the Appointment of the City Clerk

---

Lou asked me to look into the issue of whether the City Clerk position can be changed from an elected office to an appointed office. Many towns have gone this route as the clerk position is really one that is administrative rather than a policy making position. The City has an elected clerk as a "default" position under Illinois state law which provides for the election of the mayor, trustees and a clerk. (65 ILCS 5/3.1-15-5). However, as a non-home rule municipality, the City has the power to change the manner of selection of officers by referendum (Illinois Constitution, Article VII (Section 7)). If the City decides to go that route, the attached resolution would authorize a binding public question for the November 5, 2024 General Election on the question of having the Clerk be appointed rather than elected. In order to have the question put before the voters at the upcoming general election, the City Council must pass the resolution on or before August 19, 2024 to have the question certified to the McHenry County election authorities in a timely manner.

*If you wish to place such a referendum question on the upcoming election ballot, the attached resolution would be appropriate for that purpose.*

Timothy J. Clifton, City Attorney  
Attachment

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**RESOLUTION NO. 2024-R-\_\_\_\_\_**

***A Resolution Authorizing a Binding Public Question on the November 5, 2024, General Election Ballot on the Question of Appointing the City of Harvard Clerk***

**WHEREAS**, the City of Harvard, McHenry County, Illinois, is a non-home rule municipality; and

**WHEREAS**, the position of City Clerk of the City of Harvard is currently an elected position; and

**WHEREAS**, among the powers and functions of a non-home rule municipality, the position of clerk can be changed from elected to appointed if approved by the voters, as authorized by Article VII, Section 7 of the Illinois Constitution of 1970 that provides in relevant part that “(3) *in the case of municipalities, to provide by referendum for their officers, manner of selection and terms of office....*”; and

**WHEREAS**, pursuant to 10 ILCS 5/28-7, the City Council may, by resolution, initiate any referendum that is required by the Illinois Constitution of 1970 with respect to the actions of the non-home rule community; and

**WHEREAS**, the City Council finds and determines that, pursuant to 10 ILCS 5/28-7, the City of Harvard, Illinois has not initiated a referendum regarding the City Clerk position within the past twenty-three (23) months; and

**WHEREAS**, the City Council finds that all conditions prerequisite to the inclusion of such a referendum question on the ballot have been satisfied by the actions authorized and directed in this resolution; and

**WHEREAS**, the City Council finds that a referendum question regarding the appointment of the City Clerk should appear on the November 5, 2024 ballot; and

**WHEREAS**, the City Council has concluded that it is in the best interests of the City and for the sound administration of government in an increasingly complex and regulated environment that the Clerk position should be an appointed one rather than an elected one.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and City Council of the City of Harvard, McHenry County, Illinois, as follows:

**SECTION 1:** That the following binding referendum shall be placed on the November 5, 2024, General election ballot:

Effective, NEED DATE, shall the Clerk of the City of Harvard be appointed by the Mayor, with the advice and consent of the City Council, rather than be elected?	YES
	NO

**SECTION 2:** Pursuant to 10 ILCS 5/28-5, the City Clerk is hereby directed to certify this public question to the election authorities of McHenry County in a timely manner, not less than 68 days before the November 5, 2024 General Election (which date is Monday, August 19, 2024) and to take such other actions as shall be necessary to ensure this public question is submitted to the voters of the City of Harvard for the November 5, 2024 General Election.

**SECTION 3:** In the event this referendum is approved by the voters of the City of Harvard, the City Council shall take such action as is necessary to revise the City code to provide for the appointment of the City Clerk by the Mayor, with the advice and consent of the City Council, and shall include such other details as are necessary to establish the term of the appointed City Clerk, which term should coincide with the term of the Mayor.

**SECTION 4:** If any section, paragraph, subdivision, clause, sentence or provision of this Resolution 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 5:** This Resolution shall be in full force and effect upon its passage, approval and publication in pamphlet form (which publication is hereby authorized).

Aye:  
Nay:  
Absent:  
Abstain:

APPROVED:

\_\_\_\_\_  
Mayor, Mike Kelly

(SEAL)

ATTEST: \_\_\_\_\_  
City Clerk, Lori Moller

Passed: \_\_\_\_\_

Approved: \_\_\_\_\_

Published: \_\_\_\_\_

Z:\FH\Harvard\Cityof\CityClerk\Referendum\CityClerk\Referendum  
2024.resolution.docx

Prepared by:  
Timothy J. Clifton, City Attorney  
Zukowski, Rogers, Flood & McArdle  
50 Virginia Street  
Crystal Lake, Illinois 60014



**CERTIFICATION**

I, LORI MOLLER, do hereby certify that I am the duly elected and qualified Clerk of the City of Harvard, McHenry County, Illinois, and that as such Clerk, I am the keeper of the ordinances, records, corporate seal and proceedings of the Mayor and City Council of said City.

I do hereby 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 Resolution entitled *A Resolution Authorizing a Binding Public Question on the November 5, 2024, General Election Ballot on the Question of Appointing the City of Harvard Clerk*, was duly passed and approved by the Mayor and City Council of the City of Harvard.

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.

IN WITNESS WHEREOF, I have affixed my name as Clerk and caused the seal of said City to be affixed hereto this \_\_\_\_ day of \_\_\_\_\_, 2024.

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

(CITY SEAL)



# City of Harvard Memo

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

---

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

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

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

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

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

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

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

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

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

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

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



# City of Harvard Memo

**To:** Administration Committee  
**From:** Lou Leone  
**CC:** Mayor Kelly  
**Date:** February 8, 2024  
**RE:** Rebranding of City – New Logo Design

---

For the past year, City Staff has been working on projects to grow the City and to draw more commercial investment. These efforts have led to a discussion about rebranding. Specifically, developing and implementing a new City logo.

The current logo has been in existence, in one shape or another, for between 40 & 50 years. Over the years there have been minor alterations such as a color change, or cleaning up the image. More recently, the City's name on the banner has been replaced with the catch phrase, "Home of Milk Days®".

Marketing is a key component in drawing attention to your product. The product in this case is the City. Cities recognize the importance of developing a brand image to enhance their appeal. Place branding aims to create a strong identity for a city, making it memorable and distinctive. The goal of rebranding is to stimulate investment, economic growth, and tourism. One way to do this is with a new logo design with a distinctive color scheme. In many ways, changing logos or color schemes is a way to freshen the product. Examples of rebranding efforts include the City of Cary's new logo, and soon to be announced, the City of Woodstock's Public Works Department.

As a note, as far as I was able to research, the logo/color has always been set by the Mayors. This may explain the changes, however same, that have occurred over the years. The same goes for the color scheme. We currently have blue and maroon as primary colors. At one point, the primary color was green.

Examining the City's current logo, it appears to be very busy, message is unclear and the image is a bit dated. Staff commissioned a few examples of potential new designs for your consideration and approval.

First, the color option chosen was navy/gold. It is bold and distinctive. Replacing the maroon or blue colors. The reasoning is that Woodstock and Marengo both have maroon as their primary color. To go with maroon would not allow us to separate from the other two cities.

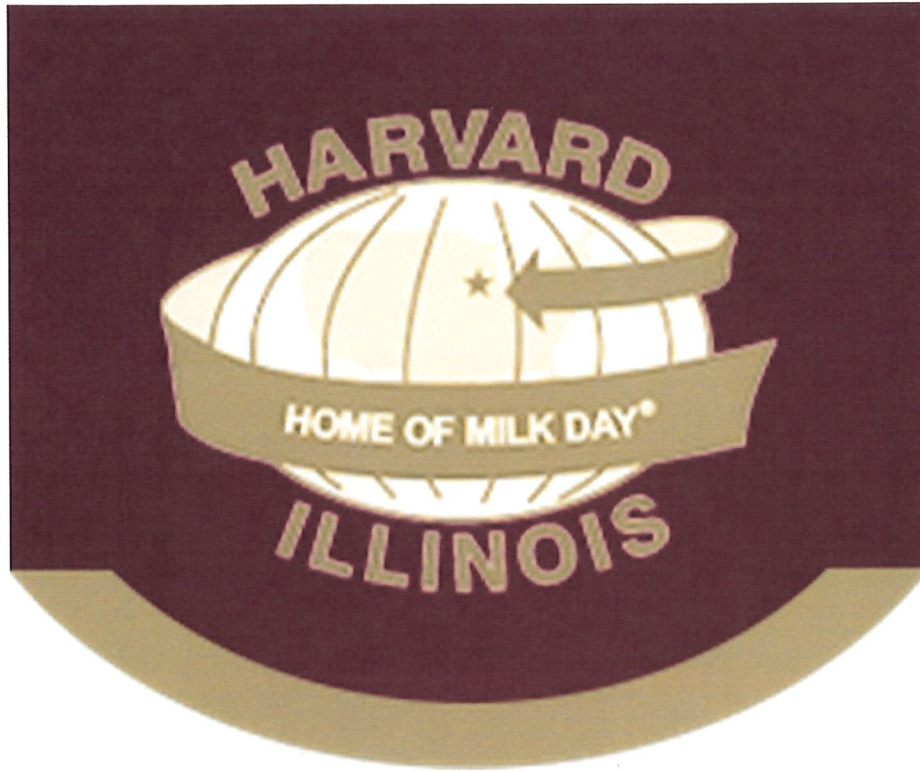
Second, the cow was chosen to represent both the dairy past and Milk Days. The effort here is to tie the logo to the City's past. The airplane represents the Dacy Airport, another longstanding feature of Harvard. The silos and farmland is another tie-in to the community's agricultural background.

Third, the new design is memorable, eye catching and creates enthusiasm over the current logo. It is a clean design that transfers well on any marketing material it may appear on.

Finally, the rationale for selecting a logo through a formal process is to create unity behind one design. It bonds the goals and vision of the City by symbolically "choosing one path forward".

Note: In keeping with the existing tradition of the Mayors selecting the logo, staff consulted with Mayor Kelly on the designs being offered.





# REQUEST FOR PROPOSAL (RFP)

## Broadband Feasibility Study

The City of Harvard, Illinois, is seeking proposals from qualified firms to conduct a feasibility study for a broadband fiber-to-the premises network.

Proposals are due no later than 4:00 PM CST on XXXXX, XX, 2024

## **GENERAL CONDITIONS**

### **1. DESCRIPTION**

The City of Harvard, Illinois (“City”) is interested in engaging a qualified Engineering and/or Broadband Consulting firm to develop a detailed, actionable broadband feasibility study. The selected firm shall have demonstrated previous experience in developing broadband feasibility studies and assisting with the implementation of the plan.

The City considers a modern digital infrastructure to be a critical component of a competitive city of the future and wishes to ensure that it is well-positioned to meet the current and future needs of its residents, businesses, and anchor institutions. The service territory of this network will include every residential home and commercial/industrial facility within the corporate limits of the City of Harvard and to include the townships immediately outside the corporate boundary.

The desired outcome of this planning effort is to provide a tool for the City to establish if Harvard residents and businesses have a need and want this service, determine a successful deployment strategy and the associated cost to implement fiber to the premises (“FTTP”), and assess whether such project will be sufficiently supported by customer rates to justify the investment in this infrastructure.

### **2. BACKGROUND**

The Harvard City Council has identified broadband as a key priority and wishes to do its due diligence by examining various ways to improve broadband connectivity in the community. Several acceptable pathways to achieving this goal have been identified:

- a) A municipal-owned and operated fiber-to-the-premises (FTTP) network;
- b) A public-private partnership with a private provider whereby the City builds the infrastructure and leases fiber to the private provider to operate a FTTP network providing high-speed internet service to the residents and businesses at a reasonable rate; or,
- c) Any combination of public and private ownership that serves the best interests of Harvard and its citizens.

The City is located in the Northwest County of McHenry County, approximately 7 miles south of the Illinois/Wisconsin border. Harvard is part of the Chicago Metropolitan Area, and is within 90 minutes of from Chicago, Rockford and Milwaukee. The major thoroughfares include Rte. 14, Rte. 173 and a stop on the UP Northwest Metra rail. The population is 9,469.



City staff will cooperate with the selected consultant to provide any additional technical or background information that may be necessary to conduct the feasibility study.

## SCOPE OF SERVICES

### 3. Internet Speed, Network Design, and Cost Estimate

The Harvard Feasibility Study will provide an approach for determining the current level of demand for affordable, accessible, and reliable broadband service in the City. It will provide an education/community engagement plan that the City can use to inform residents and businesses about the future benefits of a robust broadband infrastructure. The study will also build usage City-wide IT map in its current state. This will include but is not limited to, fiber/internet services, wireless point-to-point systems, and wireless cell data usage for all departments.

The feasibility study will provide a pre-engineering or high-level design for both an active Ethernet and passive optical design (PON) of the City's broadband infrastructure.

The feasibility study will provide recommendations for the model option(s) the City should consider for the delivery of affordable, accessible, reliable broadband services. For each model option recommendation, provide an analysis of its financial risk to the City and the level of control that it affords the City. Each model option recommendation will include an operation and maintenance plan, a marketing plan, a governance plan, and an implementation plan. A pro forma analysis is required for each option recommendation.

The feasibility study will provide an analysis of possible capital funding options that the City should consider.

Qualifications for responding to the RFP include a vendor's financial summary, broadband feasibility studies and related broadband experience with references, and the identification of partners and subcontractors that will be participating in the project.

### RFP REQUIREMENTS

Each of the RFP requirements will be evaluated using one of the following:

- **Highly Advantageous:** The submitted documentation is superior in relation to the described requirement.
- **Advantageous:** The submitted documentation is adequate in relation to the described requirement.
- **Not Advantageous:** The submitted documentation is less than adequate in relation to the described requirement.

**1. Demand for Broadband Service – Respondent will develop an approach for estimating the demand for affordable, accessible, and reliable broadband service in the City of Harvard.**

The respondent will develop an approach for estimating the current state of broadband in the City. The approach will include:

- An assessment of actual broadband speeds (downland/upload) speeds and ping provided by incumbent providers/
- An approach for determining the level of satisfaction with existing broadband services.
- An approach for determining the estimated demand for services from an additional service provider(s)
  - Lower cost
  - Improved reliability
  - Higher speeds/symmetrical service
  - Improved customer service
  - Residential and business customers

**2. Education/Community engagement plan**

The respondent will develop an education/community engagement plan including the supporting materials that can be used to educate and engage city residents and businesses about the future benefits of broadband across various sectors – healthcare, education, economic development, public safety, and government services.

Educational/community engagement materials will be suitable for presenting at City Council meetings and other public information sessions.

An educational/community engagement process that reinforces the future benefits of broadband that focuses on using social media and the City’s website is required.

The plan will include a recommended approach for community engagement including using various communication channels, i.e., in-person meetings, and social media.

The respondent will include an option for supporting the City’s implementation of the education/community engagement plan including, if requested, facilitating City Hall or public information sessions.

**3. Engineering design options – Respondent will develop a pre-engineering broadband network design.**

The respondent will develop a pre-engineering broadband infrastructure network design. The pre-engineering deliverable is a high-level design with the goal of understanding the

overall capital cost of constructing the broadband infrastructure network. A detailed engineering design is not required, but the respondent will provide an estimate of what it would cost to go from the result of a high-level engineering design to a detailed engineering study.

Harvard is interested in the pre-engineering design capital cost of both a passive optic network (PON) and an active ethernet network.

The respondent is requested to address how the broadband infrastructure network design will support wireless technology such as a small cell technology that will be required to support 4G LTE densification and 5G technology.

#### **4. Broadband model option(s) recommendation – Respondent will recommend broadband model option(s) for Harvard to review.**

The respondent will develop broadband model option(s) recommendations for the City of Harvard to consider. Included in the model options, the respondent will have considered at least one option to partner with nearby communities to create a regional system. Each model option recommended will include a control/financial risk analysis based on the following definitions:

- Control – network ownership including decisions on how it is operated.
- Financial risk – investment associated with developing and running the network balanced against revenue generated.
- Sustainability to support emerging technologies.

Models that minimize the City’s financial risk are of the most interest, but the City Council is open to considering models with a balance between control and financial risk. The City Council is interested in the feasibility of a municipal broadband infrastructure network, but it is open to reviewing the franchising model and coop option proposals.

For each broadband model recommendation, the respondent will include a five-year pro-forma analysis that includes:

- Operational cost
  - ◆ Marketing
  - ◆ Customer Service
  - ◆ Billing
- Maintenance cost
  - ◆ Infrastructure maintenance
  - ◆ Electronic refresh
- Debt service cost
- Revenue projections
  - ◆ Take-rate
  - ◆ Pricing

- ◆ Types of services offered (data packages)

The pro-forma analysis will be provided in a format (Microsoft Excel preferred) that permits varying assumptions such as take rate estimates, pricing options, operations, and maintenance costs.

Models that recommend Harvard own and/or operate the network will include these plans:

- Marketing plan
- Operations plan
- Maintenance plan
- Municipal governance plan
- Implementation plan

#### **5. Capital funding options – Respondent will identify potential capital funding options**

Respondent will identify potential funding options that may be available to the City of Harvard. Examples include:

- Federal or state government grants or low-interest loans
- Public Private Partnerships (PPP)
- Municipal bond options
- Tax options

#### **6. Respondent qualifications – Respondent will provide the following information**

- High-level project plan and schedule for delivery of the feasibility study.
- Ability to develop a City-wide system IT map of municipal services including, but not limited to fiber/internet services, wireless point-to-point systems, and wireless cell data usage.
- Overview description of the vendor leading the feasibility study including 3-year financial summary.
- Summary of experience performing broadband feasibility studies or similar broadband projects completed in the past three years.
- References/contact information for broadband feasibility studies or similar broadband projects completed in the past three years.
- Professional credentials of partner/contractor firms that will be working under the lead vendor.
- Resumes of key individuals that will be working on the project – project managers, analysts, engineers, and attorneys.

- Communities where the respondent has or is currently in the process of completing a similar study. Preference will be given to respondents with the most proven local experience.

Requirement #	Cost
1. Demand for broadband service	
2. Education/community engagement plan	
3. Engineering design options	
4. Broadband model option(s) recommendation	
5. Capital funding options	
6. Respondent qualifications	
Total Cost	

The proposal submission deadline is 4:00 PM CST on XXXXXXX, XX, 202X

**RFP Timeline**

Activity	Responsible Party	Deadline
Release RFP	City	
Proposer Question Due	Proposers	
Answers to Questions Due	City	
Proposals Due	Proposers	
Evaluation Period	City	
Finalist Presentation(s)	Proposers	
Vendor Selection	City	
Vendor Start Date	Selected Vendor	
Delivery of Final Feasibility Study	Selected Vendor	

## GENERAL INFORMATION

### 1. Questions and Replies

To ensure that all prospective respondents accurately and completely understand the RFP requirements, the City will accept written questions via e-mail to the City Administrator by the date and time listed below. Replies to all questions will be sent via blind copy to all registered vendors.

Only one point of contact is offered to respondents for this procurement and all communication must be accomplished exclusively by e-mail submission of questions to the procurement contract. No other direct or indirect contract is to be made during this RFP period with the procurement contact or with any other member of the City concerning this project. Violation of these project rules may be cause for the rejection of any submitted proposal.

**Questions must be submitted by XXXXX, XX, 2024**

### 2. Proposed Submission

Electronic submittal - Each proposer must submit electronically at: [leone@cityofharvard.org](mailto:leone@cityofharvard.org). The City is not accepting paper copies for this RFP. Proposals shall include all requested information, forms and certifications in order to be considered responsive.

**Proposals must be submitted by 4:00 PM CST on XXXXX XX, 202X.**

All submittals are to be clearly marked "Attention: City Administrator – Broadband Feasibility Study RFP".

All proposals and accompanying documentation will become the property of the City and will not be returned.

Proposals shall be good for 180 days following the date of submission.

### 3. Proposed Award

The award, if any, shall be made to the firm whose proposal is deemed by the City to be in the best interest of the City. The decision of the City of whether to make the award and which proposal is in the best interest of the City shall be final.

#### **4. Signature of Responsible Party**

All proposals must be signed with firm name and by a responsible officer or employee authorized to transact business on behalf of the organization, partnership, or corporation. No organization may assign or transfer any legal or equitable interest in their proposal after the date and hour set for the receipt of proposals.

#### **5. City's Rights Reserved**

The City reserves the right to accept or reject any or all proposals in whole or in part, to waive any irregularities in any proposal(s) which, in the judgment of the City is/are most advantageous to the City and to re-advertise if desired. The City reserves the right to negotiate with any provider(s).

#### **6. Conflict of Interest**

The provider agrees that it presently has no interest, and shall acquire no interest, direct or indirect, that would conflict in any manner or degree with the performance of its services hereunder. The provider further agrees that, in the performance of the agreement, no person having any such interest shall be employed.

#### **7. Interest of Public Officials**

No member, officer, or employee of the City during this tenure or for one year thereafter, shall have any interest, direct or indirect, in this proposal or the proceeds thereof.

#### **8. Insurance, Hold Harmless and Indemnification**

The successful proposer shall maintain limits no less than the following:

- a) Workers Compensation and Employers' Liability
  - i. Workers' Compensation coverage with statutory limits and Employers' Liability limits of \$500,000 per accident.
- b) Professional Liability
  - i. Limits not less than \$1,000,000 each claim with respect to negligent acts, errors and omissions in connection with professional services to be provided under the contract, with a deductible not-to-exceed \$50,000 without prior written approval.

c) Commercial General Liability

- i. \$1,000,000 combined single limit per occurrence for bodily injury and property damage and \$1,000,000 per occurrence for personal injury. The general aggregate shall be twice the required occurrence limit. Minimum general aggregate shall be no less than \$2,000,000.

d) Business Automobile Liability

- i. \$1,000,000 combined single limit per accident for bodily injury and property damage.

e) An Umbrella Insurance Policy in an amount not less than \$1,000,000 per occurrence.

The provider agrees to protect, defend, indemnify, and hold harmless City, its elected and appointed officials, agents, and employees from and against any and all liability, damages, claims, suites, liens, and judgment, of whatever nature, including claims for contribution and/or indemnification, for injuries to any person or persons, caused by organization's proposals or subsequent submittals.

The provider's obligation to protect, defend, indemnify, and hold harmless, as set forth hereinabove, shall include any matter arising out of any actual or alleged infringement of any patent, trademark, copyright, or service mark, or any actual or alleged unfair completion, disparagement of product or service, or other business tort of any type whatsoever, or any actual or alleged violation of trade regulations.

## **9. Ownership and Disclosure**

All documents and materials prepared pursuant to this proposal are the property of the City. All information submitted to the City in response to this RFP will be a public record and will be subject to disclosure, subject to applicable exemptions, under the Illinois Freedom of Information Act, 5 ILCS 140, et seq. ("Act"), after the award of the contract. Proposers are advised that Section 7(1)(g) of that Act exempts the following information from disclosure: Trade secrets and commercial or financial information obtained from a person or business where the trade secrets or commercial or financial information are furnished under a claim that they are proprietary, privileged or confidential, and that disclosure of the trade secrets or commercial or financial information would cause competitive harm to the person or business, and only insofar as the claim directly applies to the records requested. Proposers that desire to have portions of their proposals considered for this exemption should identify those portions accordingly.



## **10. Independent Contractor Relationship**

The proposer is and shall perform any services related to any contract resulting from this RFP as an independent contractor, and as such, shall have and maintain complete control over all of its employees, agents, and operations. Neither the proposer nor anyone employed by it shall represent, act, purport to act or be deemed to be the agent, representative, employee or servant of the City of Harvard.

The proposer selected by this RFP will be working as an independent contractor and will be required to take out and keep in force, all permits, licenses, certifications, other approvals, and or insurance that may be required by the City, any local or regional governmental agency, the State of Illinois, or the federal government. Failure to comply with any of these items would be grounds for immediate cancellation of the contract.

## **11. Withdrawal of Proposals**

Proposals may be withdrawn at any time prior to the deadline, provided that a written, signed request by the Proposer for the withdrawal of such proposal is filed with the Village prior to the deadline. The withdrawal of a proposal prior to the deadline will not prejudice the right of a proposer to submit a timely new proposal. No proposal shall be withdrawn without the consent of the Village for a period of 60 days after the deadline.

## **12. Equal Opportunity**

Illinois human rights laws require that any contractor or vendor to the City of Harvard and other public bodies in the State of Illinois agree to be bound by Illinois human rights laws and their nondiscrimination requirements. The law requires a nondiscrimination clause be included in the City's contracts and contract specifications. The requirements of a nondiscrimination clause shall be included in all contracts, and contract specifications. The required language shall be in the form of the following typed statement on the applicable document:

*This [contractor or contract specification] incorporates by reference the equal employment opportunity clause which the Illinois Department of Human Rights requires in all contracts and contract specifications. This clause is set forth in 44 Ill. Admin. Code Sec. 750 (Appendix A) and is contained in the City's purchasing and contracting policy. By acceptance of this contract, the [vendor or contractor] agrees to comply with the clause and all other rules and regulations of the Illinois Department of Human Rights covering employment opportunity. The [vendor or contractor] also acknowledges that it has a written sexual harassment policy which complies with Section 2-105 of the Illinois Human Rights Act, 775 ILCS 5/2-105.*

Summerview Landscapes Inc.  
 202 W Thompson St  
 Harvard, IL 60033  
 (815) 271-0890  
 summerviewlandscapes@gmail.com  
 www.summerviewlandscapesinc.com

# Estimate



**Summerview Landscapes, Inc.**

**ADDRESS**

City of Harvard Illinois  
 201 W Diggins St  
 Harvard, IL 60033

**ESTIMATE #**                      **DATE**  
 1258                                      02/03/2024

DATE	SERVICE	QTY	RATE	AMOUNT
	<b>Services</b>	1	0.00	0.00
	The services provided below are for three specific lots at Milky Way Park in Harvard, Illinois. The lot measurements are as follows:			
	- Lot 1: 65 yards by 45 yards			
	- Lot 2: 80 yards by 55 yards			
	- Lot 3: 110 yards by 70 yards			
	<b>Aeration</b>	1	600.00	600.00
	Application to 3 lots			
	<b>Rolling</b>	1	1,800.00	1,800.00
	Rolling to 3 lots			
	<b>Seeding</b>	1	1,350.00	1,350.00
	Application to 3 lots			
	<b>Topsoil</b>	20	70.00	1,400.00
	Application to 3 lots, approximately 20 yards, but subject to change as necessary.			
	<b>Fertilizing</b>	1	575.00	575.00
	Per application to 3 lots			
	<b>Weed Control</b>	1	575.00	575.00
	Per application to 3 lots			
	<b>TOTAL</b>			<b>\$6,300.00</b>

Accepted By

Accepted Date

## City of Harvard Fee Waiver Request Form

Name of Organization: Harvard Jr Hornets Soccer

Contact Person: Matt Creviston

Mailing Address: \_\_\_\_\_

Phone Number: 815-560-1234

Email Address: harvardjrhornets@gmail.com

Location: Milky Way Park

Date(s) of Event: Spring and Fall Season March-November

Time of Event: Varies

Briefly explain the necessity/reason for waiving the scheduled fee(s):

It would allow us to continue to keep the registration fees low. We will be able to use the waived fees to buy new nets, goals, and help maintain the fields.

I understand and agree that submitting this form does not automatically waive the scheduled fees associated with my event/activity. Scheduled fees are not considered waived until a confirmation from a City Staff member has been received.

Rachel Peters  
Printed Name

Rachel Peters  
Signature

2/16/24  
Date

**City of Harvard Fee Waiver Guidelines:** All requests for a fee waiver must be submitted to the City of Harvard in writing. Fee Waiver Requests will be presented to the City Council for consideration at a regular Council meeting.

Eligible for fee waivers:

- City of Harvard Committees, Council and Community Service Groups (Non-profit)
- Government/Tax District agencies that receive tax funding
- School Activities

Ineligible for fee waivers:

- For-profit organizations
- Vendors
- Fund raising events where attendees pay a fee for admission to the event or in case of festivals where vendors pay to participate in the event

For Office Use Only:

Approved \_\_\_\_\_

Date \_\_\_\_\_

Not Approved \_\_\_\_\_