

- n. Utilities Department Report
 - o. Alderman Lavalley to replace Alderwoman Haderlein on City Library Board
 - p. Accept Pattie Lindgren's resignation from the Spirit of 76 Scholarship Fund
 - q. Harvard Garden Club request to host annual spring plant sale at Harvard Diggins Library Plaza on Saturday, May 18, 2024, from 8 am – 1 pm
 - r. Harvard Milk Days – Proposed Routes for the 2 Mile Walk, 5K & 10K Run
 - s. Certificate of Recognition Blake Livdahl/190 lbs. IWCOA Frosh/Soph State Champion
12. Individual Action Consent Agenda Items
- *City Council Action on any item removed from the consent agenda.*
13. Payment of Bills
- *Action requested is to approve payment of the bills in the amount of \$816,960.37*
14. Class A Liquor License
- *SBC Business Inc., d/b/a Lil Corner Store, 301 N. Division St. has submitted a layout for consideration for a Class A Liquor License to allow for a gaming room which was approved by the Liquor Commissioner. The applicant currently has a Class B license. The fees have been paid. Action requested is to approve or deny the request.*
15. Ice Cream Vehicle License
- *Edgar Ramirez Mercado, d/b/a Mr. Split Ramz LLC, has submitted an application for consideration of a Ice Cream Vehicle License. The fees have been paid. A McHenry Co. Health Dept. inspection is scheduled for May 5th. Action requested is to approve pending completion of the background check and submission of insurance.*
16. Bulk Developer Agreements
- a) *Action requested is to approve a letter amendment to the agreement with Foxtail Properties to reduce the building permit fee to \$6,600 per home, with Foxtail building 5 single-family homes in a two-year period.*
- b) *Action requested is to approve an agreement with Habitat for Humanity to waive impact fees for any future homes they construct in Harvard within the next three years.*
17. HazMat UG Tank – ARPA Funding
- *Leaking underground storage tanks were discovered during street repairs on N. Johnson/Brainard St. In order to remediate and remove the tanks, the City needs to employ an environmental contractor and licensed OSMF Lust Decommissioner. Action requested is approve Public Work's request to expend funds, not to exceed \$25,000, out of the American Rescue Plan Act (ARPA) funds to remediate this issue.*
18. Parks & Rec Board Recommendation - Fee Waiver Request
- *Harvard OCTAVE is a non-profit organization. They are requesting a waiver of park fees. Action requested is to approve the Board's recommendation to grant the request.*
19. Parks & Rec Board Recommendation – Use of Milky Way Park
- *Healing Hearts with Hooves and Hounds is seeking permission to host a Car Show/Craft Vendor Fair at Milky Way Park on Saturday, June 29th, 2024. Action requested is approve the Board's recommendation to grant the request.*
20. Parks & Rec Board Recommendation – Jefferson School Request
- *Action requested is approve the Board's recommendation to donate 10 kids daily pool passes to Jefferson School for Family Fun Night.*
21. Proposed Ordinance Approving the City of Harvard Annual Budget for Fiscal Year 2024/2025
- *Action requested is to adopt an ordinance establishing the annual budget for Fiscal Year 2024/2025, as presented.*

22. Administration Committee Recommendation – Video Gaming Fee
 - *Action requested is to approve the Committee’s recommendation to amend Section 25.06.B.4, Electronic Gaming Device to increase the fee to \$250 per terminal to be effective May 1, 2025.*
23. Transportation Committee Recommendation – Amend Section 15.07.B, No Parking Locations
 - *Action requested is to approve the recommendation to adopt the proposed ordinance Amending Section 15.07.B, No Parking Locations, for Front St. and Sage Ln.*
24. Transportation Committee Recommendation – Street Dedication
 - *Rosa Luna requested that the City consider her petition to name a street in honor of her father, Vicente Garza. Action requested is to approve the Committee’s recommendation to dedicate the entrance road to Milky Way Park with an honorary designation of Garza Way.*
25. Administration Committee Recommendation – Amend Section 13C.05(A) Water/Sewer User Fees
 - *Action requested is to approve the Committee’s recommendation to approve the proposed ordinance Amending Section 13C.05(A), Water and Sewer User Service Rates, Charges.*
26. Administration Committee Recommendation – Fund Balance Policy
 - *Action requested is to approve the Committee’s recommendation to approve the Fund Balance Policy as presented.*
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

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**City of Harvard,
McHenry County, Illinois
Budget Hearing Notice**

Notice is hereby given in compliance with the Illinois Municipal Code, 65 ILCS 5/8-2-9.9, that the Mayor and City Council of the City of Harvard will hold a public hearing on the City's tentative budget for Fiscal Year 2024/2025 on Tuesday, April 23, 2024, at 7:00 pm in the Harvard City Council Chambers, 203 W. Diggins St., Harvard.

City Clerk Lori Moller
City of Harvard

Published in the Northwest Herald
April 13, 2024

COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE MEETING MINUTES

April 10, 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 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.

Building Code Updates

Director Day related that City Staff is seeking the Community Development Committee's consideration to update the existing adopted International Code Council (ICC) codes that regulate building construction and property maintenance. A recent ISO audit shows the City's insurance rating at 4; updating the codes to the 2021 cycle is key to keeping our current rating which affects insurance rates for residents and business owners. The ICC publishes regulations for building construction and property maintenance and updates the codes every three years. In 2015, Harvard adopted the 2012 edition for the majority of the codes. In order to maintain best building practices, it is encouraged to update the codes at least every two code cycles (every 6 years).

The City has a contract with HLR for additional services to assist the Community Development Dept. and partner with them for field training. Dan Streit with HLR gave a presentation to highlight some of the code updates.

The following is a list of the current adopted codes and the code version staff is proposing:

Code Name	Current Edition	Proposed Edition
International Building Code	2012	2021
International Residential Code	2012	2021
International Mechanical Code	2012	2021
International Property Maintenance Code	2012	2021
International Energy Conservation Code	Latest Edition	Latest Edition
International Fuel Gas Code	2012	2021
National Electric Code	2011	2020
State of Illinois Plumbing Code	Latest Edition	Latest Edition
International Fire Code	2012	2021
Illinois Accessibility Code	Latest Edition	Latest Edition
NFPA 13 Fire Sprinkler Code	2013	In Fire Code Already
NFPA 72 Fire Alarm Code	2013	In Fire Code Already
NFPA 101 Life Safety Code	2006	Mandated by State
Existing Building Code	Not Adopted	2021
Pool & Spa Code	Not Adopted	2021

Director Day reviewed additional considerations as outlined in his memo which proposes a monotony regulation and a spot survey.

A motion was made by Alderman Schulz, seconded by Alderwoman Lancaster to approve the building code updates as presented and send to the City Council for review. All ayes. Motion carried.

Discussion/Action: Broadband Presentation by Surf Internet Regarding Internet Status

- Scott Franko, Jennifer Alvarez and Audrey Miller with Surf Internet gave a presentation relative to broadband internet and bringing fiber to the community. Surf Internet has been in business for over 24 years and already has a network in place in Illinois, Indiana and Michigan. They are looking to deploy more of their resources to expand the network and align with communities such as Harvard, Marengo and Woodstock.
- Mayor Kelly interjected with context and background that the City had recognized during Covid that there's a need for fiber in our community to provide a better learning experience for students and to attract and obtain technical business. Fiber is needed as an infrastructure for our community to connect those businesses with the world. Funds were earmarked from ARPA funds to start the process and commission a RFP from internet

companies that could bring broadband to the City. There are several different models available to create broadband. At that time, the larger players were not interested in becoming a supplier to smaller, rural communities, so the City was considering a municipal owned network to bridge that gap. Since then, Surf Internet approached the City; they have a much different model for the Committee's consideration to determine which model works best for our community.

- The Surf Internet team presented their solution to bring fiber to Harvard which would be a Surf-funded project; with their model, they would provide the infrastructure, own the network and become an ISP. Surf Internet currently covers most of Whiteside County and is looking to expand. The process starts with design, the permitting phase, technology to enable the program, restoration and install. They would begin in the summer; each phase is about 100-200 homes which takes 6 weeks to light up each phase.
- Mayor Kelly said the big difference from Surf Internet's proposal is that it's not City owned; Surf Internet bears the cost of construction, users can sign up and not commit to a contract length, and its upgradable in terms of the band width available. It accomplishes what the City Council was looking for prior to putting out the RFP, but it resolves the issues the City would have had as a municipal owned internet. The project is privately-funded and there is no cost to the City, unless there are rural areas outside of town the City would like to have access to.
- Surf Internet offers package pricing with an average cost of \$85-\$105, comparable to what cable internet is.
- Surf Internet only builds in the easement, so they don't build up to every home; they only build up to the home if they become a customer. There is a specific website oriented for construction complaints and restoration issues.

No action is needed at this time.

Discussion Teska Associates Proposed TIF

Director Day reviewed his memo for the proposed TIF that encompasses the former City Hall/Police Station and other properties in and near the downtown area. Since Illinois law requires a TIF to be a minimum of 1.5 acres and the subject property is .6 acres, staff is proposing to expand the area to include properties that are in need of revitalization and/or could be beneficial for future expansion of the downtown area. The proposed area is depicted on the map in the agenda packet. The City has received a proposal from Teska for services relating to the evaluation/creation of a TIF District. The cost would be \$30,000 (or \$35,000 if a housing study is required) which would be reimbursable after the TIF is created. The process will take approximately 4-6 months. The City's portion of the project would be to hold the public hearings with the Joint Review Board, send certified mailings to everyone within the TIF District, hire a surveyor to create the TIF District Boundaries and legal description. City Administrator Leone indicated if the TIF were to move forward, it would go back to the Joint Review Board for their input.

Aldermen Schulz expressed his opinion that the focus should be more on the downtown areas that need revitalization in the TIF and questioned going all the way out on Diggins St. to keep it functional so it isn't too big and cumbersome. Alderwoman Luna concurred and noted there are a lot of empty buildings in the downtown. There was additional discussion as to areas to include in the proposed TIF District. Director Day reviewed eligible uses of TIF funds. Mayor Kelly recommended that staff create a couple different maps to present various options to the City Council.

After discussion, a motion was made by Alderman Carncross, seconded by Alderwoman Luna to move the proposed TIF to the City Council for consideration at the May meeting, with direction for staff to bring different maps to present various options. All ayes. Motion carried.

RFP Broadband Feasibility Study – Review Proposals

City Administrator Leone requested that the item be tabled until the next meeting. He will put together the information on the proposals and forward to the Committee.

Chairman Carncross requested a side by side comparison to include Surf Internet which is an alternative to consider.

Revolving Loan Fund Policy

Staff is seeking the Committee's consideration to revise the City's Revolving Loan Fund (RLF) program. Mayor Kelly indicated that there currently isn't a written policy. He gave a history of the RLF which was initially created under the HEDC. The HEDC and the City had seed money that created the overall fund which has been going on since its inception. The original concept was to allow businesses on Ayer St. to borrow up to \$50,000 from this fund at 0% interest rate for a loan term not to exceed 5 years to renovate the façade of their building. Currently, the RLF has approximately \$153,000 in outstanding loans distributed among five property owners, one of which is about to be paid off, leaving a remaining fund balance of approximately \$70,000 available for lending. Staff proposes applying interest to loans at 50% of the current market rate, with a minimum interest rate set at 1-3.5%, depending on the nature

of the project. For instance, public-facing improvements such as façade enhancements and interior upgrades would qualify for a lower interest rate compared to infrastructure projects like roof replacements or HVAC improvements.

Director Day is working with Attorney Clifton on a written policy to be presented to the Committee. Chairman Carncross recommended that the RLF be expanded to include any business within the City. Alderman Schulz concurred and suggested that the business would not be home based but have a physical presence.

Business Registration Program

Alderman Schulz noted that Scott Logan sent some concerns that he asked the Committee to address. He left the meeting at 8:10 pm.

Director Day reviewed his memo seeking the Committee's consideration to require businesses to register with the City at no cost unless a business doesn't register within a certain time frame. The program would mirror Woodstock's program and would allow for communication with businesses in the community. Donovan related that the City possesses the necessary software infrastructure with Community Core to accommodate business registration. Business registration creates the foundation for monthly/quarterly newsletters and in the future might provide information for a business directory on the City's website.

- Donovan reviewed an email received from Scott Logan who indicated he didn't have any inherent problems with the program as presented, perhaps many advantages to the City. The initial proposal would make this free for the business; Scott's concern was that a future administration doesn't add an initial or annual fee. City Administrator Leone confirmed that you can't restrict what a future administration/City Council does.
- At Alderwoman Luna's inquiry, Donovan indicated everything would be translated into Spanish.
- Pertinent info that would be required to register: contact info, business name, anniversary of business, alarm system company, security alarm info, number of employees, email and website info, phone numbers, type of business. A mail in option would be available; after submission, staff would enter the businesses data.
- There was discussion of imposing a fee if a business did not register.
- Director Day noted the registration would also allow for a zoning review before a business opens up to ensure its allowable within the zoning district that it is located in.
- Mayor Kelly envisions as the department grows there will be additional economic development initiatives that could be communicated to these businesses such as the upcoming small business seminar. The database helps the City create better partnerships with the business community.
- Scott also inquired if the program would apply to local organizations that do not have a physical presence, such as the Harvard Parks Foundation which has a PO Box, but not a physical address. Donovan felt registration should be allowed on a voluntary basis to get information and that the newsletter should be open to residents and businesses alike. Only businesses that have a brick and mortar stores would be required to sign up. Scott also inquired about privacy; Donovan thought personal contact info would more likely be redacted if FOIA' d. City Administrator Leone will further research to find out what information can be redacted.

A motion was made by Alderwoman Lancaster, seconded by Alderwoman Luna to send the program to the City Council for consideration. All ayes. Motion carried. Donovan indicated the program will go the City Attorney for review before going to the City Council.

New Business

- Mayor Kelly and City Administrator Leone mentioned that the City is partnering/cost sharing with Richmond and their Chamber of Commerce to put on a workshop in August/September with the John Shellard Group to help small businesses and entrepreneurs become a destination and attract more business.
- Beginning in June, there will be a third staff member who is bilingual/biliterate.
- At Alderman Carncross' inquiry, City Administrator Leone said the soccer tournament is progressing.

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

Meeting adjourned at 8:36 pm.

Submitted by:
Chairman Dan Carncross

TRANSPORTATION COMMITTEE MEETING MINUTES
April 11, 2024 - 6:30 pm

Chairman Gorman called the Transportation Committee Meeting to order at 6:30 pm. Committee members present: Chairman Charlie Gorman, Alderman Jay Schulz and Alderman John Lavallee. Alderman Matt Perkins was absent. Also present were Mayor Kelly, City Administrator Lou Leone, Community Development Director Donovan Day and Public Works Supt. Rob Lamz.

Public Comments

Mayor Kelly commented that the Police Dept. has hired an intern to assist with downtown parking enforcement. This is a cyclic issue and the Mayor requested a future agenda item to discuss a long term solution as there isn't the budget to add head count for parking enforcement. This will become a bigger issue as the City sees more investment in the downtown especially as the City is trying to create economic development in that area. This will be added to the next agenda.

Supt. Lamz advised the Committee that Public Works was fixing the opening to the pavement at Brainard/Johnson St. at which time they uncovered a 100+ year old leaking, underground storage tank. He is in process of getting quotes which are in area of \$15,000-\$20,000 for removal/remediation. The Office of the State Fire Marshall was out; they went through the pet store and motorcycle shop and found nothing other than they were probably tied to one of these two buildings at one point in time. One tank looks to be 1/3 filled with some sort heating oil; the other filled to the brim with mixed or used oil. Each tank is 750 gallons, end to end about 25' long. The exposed area was sealed off and secured. Mayor Kelly related there is a fund in Illinois for these types of scenarios that petroleum companies/stations contribute to, to provide assistance to municipalities for clean-up. However, he has been advised that the tanks predate the eligibility of that fund, so the cost for cleanup/remediation will fall solely on the City. It was mentioned that there are monitoring wells located along and near Ayer St. due to benzene that is suspended in the soil under Ayer St. and the surrounding soil which is slowly moving south, southwest. The contamination was blamed on Grace Oil (Lil Corner Store) at Church/Division St. from previous tanks years ago at that site. The City will probably investigate this new discovery which may have contributed to the problem. Supt. Lamz said that as the City has a community water supply, there is no risk to public water service in the area. Licensed contractors must remove/remediate and a third party environmental must be on hand during the process.

Alderman Schulz joined the meeting at 6:42 pm, at which time there was a quorum.

Discuss Sidewalk Bond (GW Properties)

The Committee discussed a sidewalk bond for GW Properties (Starbucks).

- At Alderman Lavallee's inquiry, Mayor Kelly related that the sidewalk requirement began in 2107 for all new builds. This was not in place when Walgreens was put in. At the end of the TIF in that area, excess funds (approx. \$70,000) were left over and the City Council considered putting in sidewalk along the perimeter of both Airport/Division. Initial engineering was done but it was discovered that the cost would exceed the TIF funds, so the excess TIF funds were refunded to the associated taxing bodies. The City Engineer did not require sidewalks for Dunkin Donuts due to the grant the City received for sidewalks along that side from Route 14 to Airport Rd.; this project is 5-10 years out.
- Alderman Schulz related a conversation with Supt. Lamz to just require GW Properties to put in sidewalk but no access points. City Administrator Leone related conversations with the County; if the City allows them to delay or not put in sidewalks at all, the developer will still be required to put in all the groundwork and grading as if the sidewalk was being put in.
- Brian Rosenblum, GW Properties was unable to attend the Committee Meeting.
- Director Day talked to City Engineer Gary Rozwadowski and City Attorney TJ Clifton about options:
 1. Require GW to install sidewalks now with the construction of everything else; GW submitted all their civil drawings and building plans this week for the stand alone Starbucks without Popeyes.
 2. Defer sidewalk installation for a set number of years with the City holding a cash letter of credit (LOC) for the total cost of the sidewalk at prevailing wage and engineering plus County and IDOT permit fees; the cash LOC to include an amount equal to 4% each year of the deferral to cover a potential increase in construction cost.

3. Allow construction on the site to start and wait while GW files for permits with IDOT and MCDOT for the sidewalk. Gary did state, it is his opinion that dealing with both IDOT and MCDOT is a long, cumbersome process that the City shouldn't burden themselves with if they don't have to.
4. Alderman Schulz noted another option in that the County is talking about putting in a walking path through there. Mayor Kelly related that project is County funded to run some type of undefined trail on the south side of the road that would run from Rush Creek to Shadow Creek down McGuire Rd., cross the intersection and then down Airport Rd. Rob indicated it would be a 5-6' multi-use path, which would most likely be asphalt. The County would take on the responsibility for the pedestrian crossing across Route 14; once that infrastructure is in, it would be easier for the developer to connect in front of their store along IDOT's right of way. The developer would still provide a LOC to do the sidewalk after that is installed from the corner at McGuire/14 to the end of their property line which would be O'Reilly's. Donovan said that Gary indicated that it would be a possibility to make that turn without having to do aprons into the curb line.
 - Mayor Kelly recommended requiring the developer to build it after some period of time after the County has completed their project. This reduces the total project cost because they only have to do in front of Route 14 and allows them to move forward their building and creating a business that generates revenue which will supplement the cost of putting in their infrastructure.
 - Donovan mentioned that in reviewing their submittal, the developer took out the ingress/egress on McGuire Rd., they have a cross access agreement with the property to the south (O'Reilly's) which has been recorded with the County. The developer previously received a variation from sideyard setbacks to remove the bail out lane requirement. Attorney Clifton was comfortable with them not having to reappear before the Planning & Zoning Commission just because they took out the access at McGuire. It may come into play later if they get an end user for the rest of the property.
 - The Committee discussed an agreement with the developer including the following:
 - Defer sidewalks for five years with an option for installation for a period of time after the county installs the multiuse trail with a contingency that should the county project get defunded or not completed within five years, the developer is responsible for the entire project;
 - LOC to include sidewalks on both sides as outlined by the City Administrator in Option 2; the higher of two estimates will be used for the LOC, rough number estimated at \$122,000 with a 5-year deferral, that could be put in a restricted account. In the event the county installs the path, the developer would be refunded that portion that's not necessary plus interest;
 - The developer can request a reduction in the LOC as work progresses;
 - Groundwork/grading to be completed pursuant to McHenry County requirements;
 - Construction permits cannot be issued until such time as the agreement is signed and in place.

A motion was made by Alderman Schulz, seconded by Alderman Lavallee to have the City Attorney draft the necessary agreement as discussed by the Committee. All ayes. Motion carried.

Discuss Long-Term Policy for Sidewalks

- Chairman Gorman indicated that Anne has a complete list of sidewalks that need repair.
- Need to determine who is responsible for the sidewalk, city or resident. Need something consistent.
- Incentivize people to fix their own sidewalks and develop programs that will help with repairs.
- The requirement for all new builds is to have a sidewalk which is paid for by the purchaser of the home.
- Rob related in other areas he has worked in, new construction requires sidewalks to be put in in by the property owner; once complete, the City accepts the sidewalk and maintenance thereof.
- Chairman Gorman outlined a possible program to use the existing sidewalk program (funds currently at \$100,000) that could be loaned to home owners; if \$100,000 were added each year, the fund would grow and gain momentum going forward. Need to look into prevailing wage requirements.

Staff was directed to do research and present options at a later Committee meeting.

Discuss Parking on Sage Lane

City Administrator Leone related resident complaints and a request to look into no parking signs along the east and west sides of the entrance of Sage Ln. People are parking there, and with the islands already there, it makes it difficult for traffic to enter/exit safely. A motion was made by Alderman Schulz, seconded by

Alderman Lavalley to recommend to the City Council that no parking signs be placed along the east and west sides of the entrance of Sage Ln. the length of both islands. All ayes. Motion carried.

Rosa Luna's Request for Street Dedication

City Administrator Leone noted a correction to the agenda which should read Rosa Luna's request, not Alderwoman Luna's Request as she is speaking as a citizen not an elected official.

Rosa Luna, 519 Driftwood Ln., Harvard, humbly asked the Committee to consider her petition for a street to be named after her father, Vicente Garza. Her family came to Harvard almost 50 years ago on June 1, 1974, and was the second Spanish family to reside in Harvard. Rosa didn't have a specific street in mind.

The Committee discussed an honorary named street which retains its true name for mailing and addressing purposes but would have an additional sign, identifying the honorary name. Alderman Lavalley said that typically honorary streets are numbered streets which makes it easier with less confusion. Supt. Lamz suggested an entry way into Milky Way Park, 300 Lawrence Rd., or similar area, which wouldn't affect residents. Rosa said she would be honored to have the designation at the entrance road into Milky Way Park.

After discussion, a motion was made by Alderman Schulz, seconded by Alderman Lavalley to recommend to the City Council to dedicate the entrance road to Milky Way Park with an honorary designation of Garza Way. All ayes. Motion carried.

Other

Alderman Schulz inquired about the standing water on Harrison St. by the school on Route 14. Supt. Lamz reported it was tested for presence of water treatment chemicals; the result came back negative and it is believed that it's a ground water issue. There has been a sub pump discharging into that general area from Harrison for some time; staff will pump it out and try to identify where the water is coming from.

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

Meeting adjourned 7:47 pm.

Submitted by:
Chairman Charlie Gorman

ADMINISTRATION COMMITTEE MEETING MINUTES

April 17, 2024 – 6:30 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 and Finance Director Deb Bejot.

Public Comment

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

Proposed Ordinance Water/Sewer Rates

Finance Director Bejot reviewed the proposed ordinance amending water/sewer rates that reflects the changes as previously discussed by the Committee; the rates will go into effect with the May 1, 2024, billing cycle. The changes have been made with BS&A.

- There are 4-6 accounts that have septic only and are billed the water only rate.
- Shifting to monthly billing will be considered perhaps for the next three-year cycle. Mayor Kelly noted a monthly reading would require additional labor issues that need to be vetted to accommodate monthly billing.
- Alderman Gorman inquired if residents would be notified in advance of the increase; a noted will be included on the water bill that the rates have been revised effective May 1. Alderman Gorman suggested documenting the process and justification for the new rates that could be posted on the City's website with the link posted on social media; Deb and Charlie will work putting a document together before the new bills go out.

A motion was made by Alderman Carncross, seconded by Alderman Gorman to recommend to the City Council approval of the proposed ordinance as presented. All ayes. Motion carried.

Fund Balance Policy

Finance Director Begot gave an overview of the Fund Balance Policy which the auditors have recommended the City have in place. The following points were highlighted and discussed:

- IV.A.2 - Minimum Unrestricted Fund Balance Levels, Fund Balance; Deb recommends 3-6 months.
- IV.B.2.a-k, Special Revenue Funds
- IV.B.3.a – Fund Balances, Harvard Diggins Library- Deb will discuss the targeted fund balance requirement for the library with the auditors.
- The Capital Improvement Plan to be an agenda item on the next Committee of the Whole Meeting.
- Putting an Equipment Replacement Plan in place.
- Proprietary Funds which is basically the sewer/water fund relative to unrestricted net asset targets which excludes debt service and capitalized asset expenses.
- V – Other Considerations

A motion was made by Alderman Perkins, seconded by Alderman Carncross to recommend to the City Council to adopt the Fund Balance Policy as presented. All ayes. Motion carried.

New Business

Chairman Haderlein referenced her email and initiated discussion relative to the Strategic Plan. There are certain things in the Strategic Plan that seem to relate to the Administration Committee's responsibilities. It would be nice to have a plan over the next three years that the Committee would want to address.

- Alderman Carncross suggested setting up a proposed a quarterly timeline that could also include the Community Development Committee.
- Mayor Kelly said each Committee should take ownership for specific focus areas; this could be addressed at a Community of the Whole (COW) Meeting to assign strategies. Deb suggested as a starting point for Lou to prepare a checkpoint list for staff and council prior to the Committee of the Whole Meeting. There are strategies within each of the focus areas that fall under more than one committee. The first step is to have staff review and give their recommendations to be reviewed at COW Meeting(s) with strategies then assigned by the City Council.
- Alderman Gorman noted the Strategic Plan was a combination of two separate sessions held with Staff and the City Council which was then put into a single document. The City Council should make assignments to its own Committees to do certain work for the City Council. He suggested pieces of the Strategic Plan be added to upcoming City Council Meeting agendas for discussion.
- Deb suggested assigning priorities for staff to put together that can be presented to the City Council which would be a 3-step process: division, prioritize, act.
- Lou suggested before going down this route that it would be a prudent step to provide refresher training for elected officials, staff and committee appointees as well as implementing more of Robert's Rules to keep meetings moving

forward. TJ's group can provide said training, perhaps at COW Meeting to better understand roles/boundaries and not go down the road where micromanagement happens. Alderwoman Haderlein said she and others have been to the training. If we're not running our committees/business appropriately, why didn't that show up in the Plan as a priority as something to focus on and improving our governance as elected officials and how does that relate to prioritizing things for the City.

- Deb suggested looking at this within the next year, taking it in steps and incorporating both the Capital Improvement Plan and Equipment Replacement Plan Review to make sure it all complements each other.
- Alderman Carcross said each of the committees need to have some way to keep this in the forefront with regular oversight to stay on top of it.
- The Mayor's recommendation going forward was to set an agenda item for a specific focus area for discussion at each City Council Meeting to decide which strategies fall under each Committee. Each Committee can then have a standing agenda item for their committee meeting to review the Strategic Vision to keep it in the forefront. There was discussion that it might be better suited for a COW Meeting, perhaps more frequently than every quarter.
- Deb suggested having staff review the Strategic Plan and prepare suggestions of what should go to each Committee and submit those suggestions to the City Council prior to the COW Meeting so that it can be discussed in its entirety at that meeting. After further discussion, Mayor Kelly suggested moving forward with a June COW Meeting to allow staff time to review the Plan.

Deb informed the Committee that the first additional sales tax revenue payment for the month of January has been received in the amount of \$67,800.

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

Meeting adjourned at 8:08 pm.

Submitted by:
Chairwoman Lisa Haderlein

PLANNING & ZONING COMMISSION MEETING MINUTES
April 2, 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, Paul Hereley and Elvis Patnaude. Commissioner Ian McCafferty was absent. A quorum was present. Also present were 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 February 6, 2024 – Approved

A motion was made by Commissioner Grieshop, seconded by Commissioner Albertson to accept the minutes of the Planning and Zoning Commission Meeting of February 6, 2024, as presented. All ayes. Motion carried.

Public Hearing – Tomasz Zawierta (Greenway Properties LLC)

Chairman Carbonetti opened the hearing in the petition submitted by Tomasz Zawierta (Greenway Properties LLC), 1901 Baldwin Rd., Inverness, IL 60067. The petitioner is seeking the Commission's consideration for a variation of the required side-yard setback in the R4 Zoning District for properties on 8th St. and Sage Lane in the Turtle Crossing Subdivision.

The City Clerk confirmed that the Notice of Hearing was published per statutory requirements in the Northwest Herald on March 16, 2024. Certified notices were sent to property owners within 250' of the subject property. The Certificate of Publication, completed petition and Staff Report were entered into the record.

Staff Report

Community Development Director Donovan Day reported that tonight's consideration is for Lot 73 on Sage Lane and Lots 4-9 on 8th St. The petitioner moved the lot lines on the other lots for adjoining lots and doesn't need to get a variation; this is permitted pursuant to the Unified Development Ordinance for administrative approval.

Presentation of Evidence by Petitioners

The parties of interest were present. Upon being sworn in, Tomasz Zawierta reviewed the petition and presented testimony to the Planning and Zoning Commission. The petitioner is seeking a variation for a wider setback on each side of the proposed duplexes on Sage Ln. and 8th St.

Upon being sworn in, Al Schmidt was identified as the project engineer. He indicated that setbacks are being requested as the lots are a little too narrow for the units the petitioner is building. The variance requested is 1' on Lot 73 on Sage Ln. and 3' on Lots 4-9 on 8th St.

Discussion/Questions by Planning and Zoning Commissioners

- Commissioner Albertson inquired if the petitioners owned Lots 3 and 10. Mr. Schmidt stated the petitioner does not own Lot 3. Lots 10, 11, 12 & 13 meet setbacks and are already under construction, if not already occupied.
- Commissioner Grieshop confirmed that the petitioner owns Lots 4-13, with dwellings already on Lots 13, 12, 11 & 10. Director Day stated those lots are wide enough and conform. Commissioner Grieshop commented that all the lots conform according to zoning because a 66 x 132 has adequate amount of square feet - 8,712. He then inquired what happened when the client bought the lots; he should have seen the same thing we're looking at. Does he want to build the same dwelling or is he unwilling to change his plan? Tomasz said he would like to build exactly the same houses on the entire street. They're going to look different, different color and different outside, but he would like to

keep the same shape of the house outside so the whole street when finished will look exactly the same. Mr. Zawierta stated he will keep and rent the duplexes, high rent.

- Commissioner Grieshop said that instead of 12' in between each duplex, it would be 9'. He noted that in between two of the buildings already built he saw a big V for drainage and asked if any of the setbacks would affect the drainage plans. Tomasz responded that he is still working on that and will do the final grading when weather will come. Director Day noted that drainage swales were designed with the original subdivision and get reviewed by our engineer to make the sure grading doesn't change.
- Commissioner Albertson inquired if there was a significant reason why the petitioner was deciding to go 3' further south rather than north towards the petitioner's existing properties on 8th St. For all the plans submitted, the variations requested are southbound on the property, why not north on the ones bordering properties that aren't the petitioners on 8th St. for that 3'. The petitioner indicated that it didn't make a difference to him whether it goes north or south.
- Commissioners Albertson and Grieshop expressed concern for whoever owns lot 3 and if the petitioner can move it so setbacks are in normal position and remain as slated between Lot 3 & 4 and then go 3' north. The owner of Lot 3 was in attendance. The petitioner said that wasn't a problem.
- At Commissioner Hereley's inquiry, the petitioner stated he was not building homes on 4th St. He is only building homes on 8th St. and Sage.

There were no further questions from the Planning & Zoning Commission.

Public Comment

Chairman Carbonetti opened the floor to public questions/comments either in favor or opposition to the petition. Upon being sworn in, the following individuals addressed the City Council.

Joel Berg, Harvard, IL, addressed the Commission and stated he owns the property at 1503 9th St.

- Mr. Berg asked the petitioner what the percentage was of the front façade transparency of the buildings pursuant to the UDO. Director Day asked the Chairman what this has to do with the variance and if should go back and forth with the petitioner. At Chairman Carbonetti's inquiry, City Administrator Leone indicated that the actual question before the Commission is for a change in the lot lines and noted Mr. Berg is asking a question on a completely different topic. Mr. Berg said he would like to make an offer of proof and pointed out, as a point of order, that to have a staff member make an objection is inappropriate; it's appropriate for the Committee, most appropriately the Chairman or the petitioner as this is an adversarial proceeding where they bear the burden of proof pursuant to the UDO. Under the UDO, Section 8-6,7, there are 5 requirements for all single family dwellings. The relevance is that these buildings don't meet any of that. Mr. Berg referred to the requirements and said the petitioner needs to ask for a lot of variances because these buildings are not legal under the UDO. It is the Commission's position and responsibility to determine what that language is and whether they meet it. Mr. Berg said that is the relevance of his question; he requested to ask it and get an answer. Commissioner Carbonetti advised that had nothing to do with the hearing; it's not what was published. Mr. Berg addressed Chairman Carbonetti and said the problem is, if you rubber stamp this, then City staff has already issued building permits on this where it's unlawful, where variations were required. They're going to turn around build this and they have asked for an insufficient number of variations. If authorized to build this plan, you have authorized everything, including unasked variations. Mr. Berg directed a question to the Chairman, if he wished to rule on it and say the objection is sustained, he would ask the next question. Chairman Carbonetti directed Mr. Berg to ask the next question.
- Mr. Berg asked the petitioner where the drainage is going to be for the remaining 6 units that are going to be built on 66' wide lots on 8th St. and inquired about the swale that literally joins one building line and has running water in it. The petitioner said that was how it was designed; it's running because he cleaned it; that's why it looks like that. If you look at other ditches, they are overgrown so you don't really see what it looks like. Mr. Berg asked the petitioner and engineer if they have done a drainage study to determine what adding this much impervious surface of the kind called for here to an already drainage sensitive area is going to impact that, and if so, what are the

findings. Director Day encouraged the petitioner not to answer any questions which instigated additional discussion on how the meeting was run. Chairman Carbonetti indicated that Director Day was trying to answer the question on the drainage. Director Day stated that the drainwater stormwater plan for this whole subdivision was designed appropriately. It starts over on Sage Ave. where there are a multitude of ditches, several haven't been maintained; the only ones that have been maintained are the ones that Tomasz has maintained to date. The City's upcoming budget authorizes the City engineers to come up with a maintenance plan for those ditches because homeowners haven't been maintaining them. Originally this may have been designed to have a HOA maintain them. In his opinion, to hear water flowing is a plus. The flow that isn't taken into the earth goes into the ditches and flows to the pond to the north.

- At Mr. Berg's inquiry, Director Day said the impervious surface study was done previously when this subdivision was designed. The requirements for each of these lots is stated in the UDO that they can't exceed a certain percentage in impervious surface. Each particular building plan that has been submitted so far to make sure the impervious surface doesn't exceed what the code requires. Mr. Berg pointed out that the subdivision was subdivided in 2005 as R-1 and set up for single family dwellings. He asked how you can use studies that are 19 years old and premised upon the assumption that you're going have single family residences when you're now putting two family residences on the same lot sizes. Director Day commented there are two family residences already in the subdivision on 4th St. There was discussion about previous zoning classifications prior to the adoption of the UDO in 2018.
- Mr. Berg initiated discussion on the garage width and if a variance can be granted for a 40' driveway on a 66' wide lot. Director Day reviewed requirements relative to the driveway, garage and facade. He noted that there is a difference between the diagram and the definition of building line which is what staff uses; the garages are in compliance. There was further discussion with Commission members regarding the conflict; Director Day said this issue hasn't come up before and said that the picture is in error. Staff looked at these as individual addresses, not as a whole unit. The UDO also contains an administrative approval process from staff; administrative, major and minor modifications are permitted.

Jim Platt, 1316 9th St.

- They build houses in Apple Valley and farm behind the subdivision. The petitioner is planning to duplex houses on single family lots which is not the way it was engineered and designed for storm water in 2005. The duplex lots on 7th St. are double driveways with green space in between them. The area the petitioner cleaned up is eroding and going into the detention pond; there is not enough green space to take the water. It's going to flood the streets and the field that they farm.
- Will bring down appraisals on people's houses.
- When they first started building 5 years ago, they had to follow all the rules; when someone comes in from out of town, it's a free for all and they get to do whatever they want and it's not fair.

Robert Felker, 1313 Sage Ln.

- His major concern is they totally demolished the "moat". At least three times a year, he gets flooding over the curb, sometimes up to the sidewalk from drainage from 4th St. and Northfield Ave. Now that there's construction going on, there's no bottom to the moat anymore; there's ruts and they're driving bobcats and unloading wood chips into it. There are places that water can't drain at all. It's going to become a mosquito haven. He asked that the City take a look at it.

Sarah Berg, 508 Old Orchard Ln.

- She disagreed with the determination that the width of the garage is not exceeding 60% of the building line under Section 8.3.H.4; from their calculations, it's about 75% of the façade.
- The other issue relates to Chapter 19.15.F.1.C, which reads as follows: *Parking in a driveway shall be permitted in the required front and rear yard setbacks for one- and two-family dwellings, providing all other requirements of the Harvard Zoning Ordinance are complied with. Except as provided herein at no point behind the line parallel to the City street and 50 feet from the right of way may the driveway width exceed 24 feet or 33 percent of the lot width, whichever is less.* At this point,

a 40' driveway would exceed that; on a 66' lot, 1/3 would be 22'. If they got a 9' administrative variance per the UDO, they could only do 31' for a driveway.

Joel Berg, Harvard, IL

- The R4 District created something totally new in the City which was putting a two-family dwelling unit on a 66' lot. Variations are supposed to consider the character of the neighborhood in the zoning district. He referenced the duplexes on Blaine St. which are on 66' lots in the R4 District; the properly existent two family dwelling units and the ones envisioned by the UDO are the ones you see on 4th St. and Blaine St., with one car garages and two-bedroom units. That's how you can put a two-family unit onto a one-family lot because it doesn't really use more than a one family unit would use. That is the point of the R-4 Two Family Dwelling zoning.
- The UDO that was enacted in 2018, requires certain things, including the 15% transparency.
- Townhouses on 9th St. are on 1½ or 2 full lots; compare footprint of the proposed buildings with the buildings directly behind it.
- The petitioners have asked for a variance and they bear the burden of proof. The approval standards are outlined in the UDO Section 14.4.E, 1-3, which reads as follows;

E. Approval Standards

The recommendation of the Planning and Zoning Commission and the decision of the City Council must make the following findings to support a ruling in favor of a variation:

- 1. The strict application of the terms of this Ordinance will result in undue hardship unless the specific relief requested is granted.*
- 2. The particular physical surroundings, shape or topographical conditions of the specific property impose a particular hardship upon the owner, as distinguished from a mere inconvenience, if the strict letter of the regulations were to be carried out.*
- 3. The plight of the owner is due to unique circumstances inherent to the subject property and not from the personal situation of the owner and has not been created by any person presently having a proprietary interest in the property in question.*

Mr. Berg commented that all three standards must be met to grant the variation. The petitioners cannot meet any of the approval standards: there is not an undue hardship unless the relief is granted, there are not any conditions that impose a particular hardship upon the owner and the plight of the owner is not due to unique circumstances. If granted, future developers will request the same thing.

Xiangsheng Hu, DXJ Real Estate

- Owns property to the north.
- Compare the lots on 7th St. which are big lots and the duplex lots on 6th St. with the proposed lots.
- Make sure the drainage goes through with no flooding and consider the value of existing property owners.

Michelle Platt, 1316 9th St.

- They are the other builder in Turtle Crossing. They own 3 lots on 8th St. and another 14 lots out there. Their objective was to create a family oriented neighborhood. She is worried that the duplexes will bring down property values and the demeanor of the neighborhood, with rentals and people coming and going, and say they don't take care of the place.

Additional Comments/Questions from Commission

There were none.

Vote on Petition

A motion was made by Commissioner Hereley, seconded by Commissioner Creviston to deny the petition for setback variations as presented. Roll call vote: Albertson, aye; Creviston, aye; Grieshop, aye; Hereley, aye; Carbonetti, aye and Patnaude, aye. Motion to deny the petition was approved six to zero.

The Planning & Zoning Commission's recommendation will come before the City Council on April 23, 2024 at 7 pm. The meeting will be held in the Community Hall, 201 W. Diggins St.

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

Hearing closed at 7:56 pm.

Clerk's Report

No report.

Chairman's Report

No report.

At 7:58 pm, a motion was made by Commissioner Hereley, seconded by Commissioner Creviston to adjourn the meeting. All ayes. Motion carried.

Respectfully submitted:
Lori Moller, City Clerk

April 12, 2024

**PARKS & RECREATION BOARD MEETING MINUTES
MARCH 18, 2024**

Chairman John Lavalley called the meeting to order at 6:03 pm. Board members present: Chairman John Lavalley, Alderwoman Lisa Haderlein, Alderwoman Lori Lancaster, Scott Logan and Pep Saucedo. Alderwoman Rosa Luna was absent. Also present were Mayor Kelly and City Administrator Lou Leone.

Public Comment

None

Approval of Minutes

A motion was made by Scott Logan, seconded by Pep Saucedo to accept the Park Board Minutes of February 26, 2024, as presented. All ayes. Motion carried.

NISRA Presentation

- Jim Wiseman, Executive Director of the Northern Illinois Special Recreation Association (NISRA) addressed the Parks and Recreation (P/R) Board. NISRA is a partnership of 13 - with 8 park districts and 5 municipalities; the City of Harvard has been a member of NISRA for 40 years. NISRA is divided into four regions, with regional coordinators; Harvard is in the Northwest Region.
- Rebecca Warren reviewed staff training and outlined four new programs to be offered in Harvard this summer: Water Aerobics June 13 - July 25 (pool); Summer Sports Series June 13 – July 25 (Shadow Creek Park); Game Show Showdown June 11 – July 23 (Community Room) and Swim Skills June 11 - July 232 (pool).
- Rodney Ervin, Regional Coordinator for the Northwest Division indicated he will be meeting with Lou to discuss some things for Harvard.
- NISRA has a ZUMBA instructor, Sylvia, who may be able to offer a Family Zumba Program in the future.
- Jim distributed and reviewed a brochure and handouts outlining NISRA Inclusion Services.

City Administrator Leone thanked Jim, Rebecca and Rodney for coming out and noted his appreciation for their help in offering to help our special needs residents and to work with the Parks & Rec programs. The hope is to make sure that Harvard and NISRA are better partners together moving forward.

Harvard Milk Days Fee Waiver Request

Mike Bannwolf was in attendance on behalf of Harvard Milk Days. He outlined various activities as Milk Days celebrates its 83rd year and noted that Milk Days is looking forward to working with the City. Ongoing projects include the fenced in area and mural at 5-points. At Scott's inquiry, City Administrator Leone confirmed that the fees were waived in 2021, 2022 and 2023. A motion was made by Scott Logan, seconded by Pep Saucedo to recommend to the City Council approval of a waiver of fees for Harvard Milk Days. The park shelter reservation includes use of Milky Way Park, the park shelters and security fees. Pep commented that it's the right thing to do with the amount of money that Milk Days puts back into the parks. City Administrator Leone noted the section of the form that lists ineligibility for fee waivers is just a guideline. It was clarified that Milk Days does not charge admission and vendors do pay to participate. Roll call vote: Lavalley, aye; Lancaster, aye; Saucedo, aye; Logan, aye and Haderlein, aye. Motion approved five to zero. This recommendation will go to the City Council for final approval on March 26th.

Healing Hearts with Hooves & Hounds Request to use Milky Way Park on June 29, 2024, for a Car Show/Craft Vendor Fair

City Administrator Leone reported that the Healing Hearts' representative was unable to attend the meeting due to Covid. A motion was made by Scott Logan, seconded by Alderwoman Lancaster to table the request until the April meeting. Roll call vote: Lancaster, aye; Saucedo, aye; Logan, aye; Haderlein, aye and Lavalley, aye. Motion approved five to zero.

Proposed Amendment to 2015 Parks Master Plan

City Administrator Leone indicated that the City is looking to submit an 2024 OSLAD Grant application for the development of the south side of Milky Way Park. Christopher B. Burke Engineering (CBBEL) has a specialty in writing OSLAD grants and they have suggested the proposed amendment to the 2015 Master Parks Plan which will assist in developing the grant application to gain points to be eligible for the grant. At Alderman

Lavallee's inquiry, Lou said the proposed amendment just sets parameters for Milky Way Park (MWP). The OSLAD grant is due the end of July.

Alderwoman Haderlein expressed her concerns in that the City hasn't implemented most of what is in the 2015 Master Parks Plan and is now looking to create another plan for MWP. Mayor Kelly noted there is interest in creating a comprehensive plan just for MWP which can be incorporated in an updated master plan at a later date. Lou noted the plan is on the verge of being outdated and there hasn't been strict adherence to it, but the goal is to update that plan for a solid foundation on all the parks to move forward. Mayor Kelly related that adherence to the plan is dictated by decisions of the P/R Board and ultimately the City Council; to date, the board hasn't followed the plan. The P/R Board discussed the limited funds that are available to utilize beyond salaries and maintenance of the park/pool. Alderwoman Haderlein would like to see all of the possibilities and potential features for the parks system which would include MWP to be able to balance those against each other from a budgeting standpoint. Lou said that OSLAD funds can't be used for a master plan, only for actual development or purchase of land. At the current time, there are not any CMAP grants available for the development of a parks master plan. Lou has submitted a CMAP grant application for a master bike/walk path.

A motion was made by Scott Logan to recommend to the City Council approval of the proposed amendment to the 2015 Parks Master Plan as presented. Pep requested further clarification on the grant process and use of funds. Scott then withdrew his motion. City Administrator Leone outlined CBBEL's scope of work and fee summary in the amount of \$28,152. Payment will come out of the money market account fund and can be offset with the sale the P/R truck if it is declared surplus (later in the agenda); the Blue Book value is \$36-38K. He also gave an overview of the projected developments being planned out to the south side of MWP for 2024 and future phases. Lou felt the chances of receiving the grant were high. He was confident that the process can be completed and submitted on time which would include community input on the concept plan. The City should receive notification by August if the grant were awarded.

After discussion, a motion was made by Scott Logan, seconded by Pep Saucedo to recommend to the City Council to amend the 2015 Master Parks Plan to include the amended language as presented. Roll call vote: Saucedo, aye; Logan, aye; Haderlein, no; Lavallee, aye and Lancaster, aye. Motion approved four to one.

OSLAD Grant – Master Plan Proposal

A motion was made by Scott Logan, seconded by Pep Saucedo to recommend to the City Council approval of Christopher Burke Engineering's Proposal to complete a Park Plan for Milky Park and to assist the City with the OSLAD Grant Application allocating funds in the amount of \$28,152. Roll call vote: Logan, aye; Haderlein, no; Lavallee, aye; Lancaster, aye and Saucedo, aye. Motion approved four to one.

Programming Fee Structure

Mayor Kelly initiated discussion to increase the non-resident programming fee as the City is implementing more programming in the upcoming year. The current non-resident fee is 10% over the resident fee. His recommendation is that the fee should be increased to at least 25%, if not 50%. A motion was made by Scott Logan, seconded by Pep Saucedo to increase the non-resident fees to 30% over resident fees for all programming. Roll call vote: Haderlein, aye; Lavallee, aye; Lancaster, aye; Saucedo, aye and Logan, aye. Motion approved five to zero. The P/R Board discussed data collection moving forward on all programs.

Discussion on P/R Truck

City Administrator Leone proposed declaring the P/R 2022 Ford F150 truck as surplus property. He has already discussed with the Chairman of the Administration Committee to move it forward to the City Council on March 26th. A motion was made Scott Logan, seconded by Alderwoman Lancaster to recommend to the City Council to declare the Parks & Rec Truck as surplus property with a minimum bid of \$30,000. Roll call vote: Haderlein, aye; Lavallee, aye; Lancaster, aye; Saucedo, aye and Logan, aye. Motion approved five to zero.

Winter Activities in Milky Way Park (Snowplowing/Snowmobile Trailer Parking)

Scott related a concern that there isn't any parking during the winter at Milky Way Park for the snowmobilers. The consensus was to direct the Interim P/R Director to speak with Public Works to plow an area closer to the northwest side of the park by the basketball court to accommodate parking for snowmobiling/trailers. This would be a very low priority during a snow event.

Mayor's Report

Mayor Kelly reported that staff is in process of interviewing candidates for the Supt. Parks & Recreation position. There were 6 applicants for the position which has been narrowed down to 5 for the 2nd round of interviews. The top 2-3 finalists will be interviewed by the P/R Board with the final decision made by Mayor Kelly and City Administrator Leone. Special P/R Board Meetings were scheduled for April 3rd and April 4th at 6 pm to conduct interviews.

Parks & Rec Report

City Administrator Leone reviewed the Parks & Rec Supt. Report.

New Business

Permitted shelters for rental

Lou informed the Park Board that someone requested to rent a shelter that is not on the list of available shelters, but he wasn't positive of which shelter. The consensus was to add any City owned shelter to the list of available shelters for rent. The MWP West Shelter now encompasses the dog park and will be removed from the list of available shelters to rent.

The next regular meeting date is April 15th, 2024 @ 6 pm.

At 8:01 pm, a motion was made by Pep Saucedo, seconded by Alderwoman Haderlein, seconded by Alderwoman Lancaster to adjourn the meeting. All ayes. Motion carried.

Submitted by:
Chairman John Lavalley

SPECIAL PARKS & RECREATION BOARD MEETING

April 4, 2024 – 6:00 pm

Chairman Lavallee called the Special Parks & Recreation Board Meeting to order at 6:00 pm. Committee members present: Chairman John Lavallee, Alderwoman Lisa Haderlein, Alderwoman Lori Lancaster, Pep Saucedo and Scott Logan. Alderwoman Rosa Luna was absent. Also present were Mayor Michael Kelly and City Administrator Lou Leone.

Public Comment

None

At 6:02 pm, a motion was made by Scott Logan, seconded by Alderwoman Haderlein to convene closed session to discuss Section 2(c)(1) Personnel. All ayes. Motion carried.

At 7:43 pm, a motion was made by Alderwoman Haderlein, seconded by Scott Logan to reconvene the open session. All ayes. Motion carried.

A motion was made by Scott Logan, seconded by Alderwoman Lancaster to recommend that Mayor Kelly and City Administrator Leone enter into negotiations to offer the job of Parks & Recreation Superintendent to Candidate #1. All ayes. Motion carried.

A motion was made by Scott Logan, seconded by Alderwoman Haderlein to adjourn the meeting. All ayes. Motion carried.

Meeting adjourned at 7:45 pm.

Submitted by:
Chairman John Lavallee



City of Harvard Memo

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

Summary of March 2024 Activities:

- Attended a meeting with McHenry County officials to discuss the City and needs. Prep work for County meeting in Washington, DC.
- Attended Senior Center Board meeting.
- Attended Police Commission and Crime Stoppers meeting.
- Attended Chamber silent auction night.
- Attended Planning/Zoning meeting.
- Attended the following monthly meetings: Parks/Rec, 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.

Grant Application: Submitted an application for funding of a bike/walk path master plan. Held initial interview as part of the process.

USMGC: Participated in meetings between Federal, State, County and ComEd regarding power supply situation for the old Motorola facility.

National Alliance on Mental Illness (NAMI): Held a training session with staff on identifying the signs of mental stress and suicide. Contact information and resources to provide for those in need of help.

Career Quest: Represented the City of Harvard at a Career Quest informational panel at McHenry County College.

Lock out – Tag Out Training: Held a staff training session on procedures for lock-out/tag-out. Documented for compliance with OSHA standards.

Pool Season: Started process for opening the pool and hiring lifeguards. Season opens June 3rd.

IMRF Training Session: Identifying areas to improve risk management and overall rating. Intro to new portal.

OSLAD Grant Application: Began visiting with local organizations regarding support for OSLAD application. This includes feedback/comments on concept of project.

- ***For additional activities please see the Parks and Recreation Department report.*** (serving as interim P/R Superintendent)

Community Development Report for March 2024

RESIDENTIAL CONSTRUCTION								COMMERCIAL / INDUSTRIAL CONSTRUCTION					CODE ENFORCEMENT	
MONTH	SINGLE FAMILY	*TWO FAMILY	*MULTI FAMILY	REMODEL/ ADDITION	MISC.	CONST. COST	PERMIT FEES	NEW CONST.	REMODEL/ ADDITION	MISC.	CONST. COST	PERMIT FEES	NOTICES	TICKETS
JAN	2	1	0	0	2	\$697,628	\$25,965			2	\$4,000	\$48	24	4
FEB	1	2		1	25	\$921,580	\$29,037		1	3	\$37,495	\$206	25	2
MAR	4	4		1	17	\$2,155,096	\$72,380			2	\$25,727	\$60	46	1
APR														
MAY														
JUNE														
JULY														
AUG														
SEPT														
OCT														
NOV														
DEC														
YTD	7	7	0	2	44	\$3,774,304	\$127,382	0	1	7	\$67,222	\$314	95	7

* Number of Dwelling Units

PREVIOUS YEAR COMPARISONS

MAR					22	\$139,508	\$621			2	\$14,267	\$61	26	10
YTD	2				21	622,885	11,736			10	202,280	401	52	0

CODE ENFORCEMENT REPORT MARCH 2024

ADDRESS		VIOLATION	ADDRESS		VIOLATION
813	W METZEN	XMAS LIGHTS	5	N LINCOLN	PARKING ON GRASS
802	W THOMPSON	XMAS LIGHTS	100	N LINCOLN	XMAS LIGHTS
801	W THOMPSON	XMAS LIGHTS	202	LINCOLN	XMAS LIGHTS
402	W THOMPSON	XMAS LIGHTS	504	LINCOLN	PARKING ON GRASS
102	MARENGO	XMAS LIGHTS	705	LINCOLN	PARKING ON GRASS
713	W WASHINGTON	XMAS LIGHTS	603	GARFIELD	PERMIT REQ'D
406	W PARK	XMAS LIGHTS	310	GARFIELD	XMAS LIGHTS
404	W PARK	XMAS LIGHTS	307	GARFIELD	INOP VEHICLE
306	E PARK	XMAS LIGHTS	305	GRANT	INOP VEHICLE
302	E PARK	XMAS LIGHTS	202	HAYES	XMAS LIGHTS
203	E THOMPSON	XMAS LIGHTS	107	HAYES	XMAS LIGHTS
406	GARFIELD	PARKING ON GRASS	714	KLAMAN	PARKING ON GRASS
1308	LILAC	XMAS LIGHTS	707	UNIVERSITY	XMAS LIGHTS
1611	WILDFLOWER	XMAS LIGHTS	1003	JOSHUA TREE	XMAS LIGHTS
1208	PRIMROSE	XMAS LIGHTS	905	YELLOWSTONE	XMAS LIGHTS
1202	ORCHARD	XMAS LIGHTS	20616	E IL RTE 173	PARKING ON GRASS
1513	TENTH	INOP VEHICLE	704	E BROWN	XMAS LIGHTS
1419	NINTH	XMAS LIGHTS	808	EIGHTH	XMAS LIGHTS
1403	NINTH	XMAS LIGHTS	602	W ROOSEVELT	XMAS LIGHTS
1320	NINTH	XMAS LIGHTS	703	W BLAINE #A	XMAS LIGHTS
710	BLAIN	XMAS LIGHTS	1401	SAGE	XMAS LIGHTS
508	W BLAIN	XMAS LIGHTS	1007	HART	XMAS LIGHTS
700	N JEFFERSON	XMAS LIGHTS	1003	JEFFERSON	XMAS LIGHTS

CITATION

106 S DIVISION INOPERABLE



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: April 23, 2024

RE: Community & Economic Development Updates

- Greenway Storage, 1440 N. Division St., is constructing their 25,000 canopy for covered outdoor storage and is almost finished. The concrete parking area is all that is left. By taking advantage of the Enterprise Zone, the owner was able to save approximately \$40,000.
- Engineering plan reviews for the Jefferson School addition are down to a few small items before they're approved.
- Dunkin Donuts continues to work on the interior buildout. The insulation inspection passed, so they are cleared to begin closing up the walls.
- We had a kickoff meeting with Naturally McHenry County for summer planning of events.
- We are continuing with the controlled rollout of the department's new permitting and code enforcement software. The software company worked with our payment processor, Invoice Cloud, to incorporate online payments. Thank you to the Finance Director, Deb Bejot, for helping get that set up. Next step is for Community Core to finish our list of items that need to be corrected, so we can begin using the system full-time.
- Director Day will be accompanying Mayor Kelly and Administrator Leone on several business retention and expansion visits on April 26th. These visits allow us to learn more about our local businesses, and different ways we can help them grow and remain in Harvard. A full report on the visits will be provided to the Council in May.
- So far, 22 permits for new homes have been approved/submitted for 2024!

Harvard Diggins Library Directors Report

For period: March 22, 2024 – April 18, 2024

Submitted by: Karen Sutera

At the library this month:

- The Library Lovers Expedition was a huge success. Over 1,151 participants visited the library throughout February and March. Harvard had a total of 60 registered participants with 17 completing the Expedition by visiting the 14 participating libraries. Asuzena (Suzy) Tellez won one of the \$50 prize baskets. The program will be repeated in 2025.
- Public works tore up the access road between the library and pool on Monday, April 8 and Tuesday, April 9. Framing is in place for the curb that will be installed at the east end of the lot. In the early morning of April 10, someone drove around one of the barriers and into the moat created for the curb. It took two hours for the individual to remove their car while leaving a muddy mess near the pool area. The library's security cameras captured the event which was shared on social media to ensure the incident was not repeated.
- The library has chosen not to participate in the Harvard Chamber of Commerce Expo this year due to staffing and cost.
- Karen is working with someone to reschedule the staff CPR/AED training.
- The Friends of the Library and Harvard Historical Society Spring Tea Party fundraiser will be held on Sunday, April 21 at 1PM at the Starline Factory. 78 tickets were sold to the event which raises money for both organizations.
- Bids for the parking lot resurface project were presented to the library board at the March meeting. Questions were raised to which Karen provided updated information. The board will choose one bid at the April meeting.
- Garden Club and Village Quilters will host their annual plant and craft sale at the library on Saturday, May 18 from 8AM – 1PM. Staff will be at the library at 7AM to provide access to the building for both groups.

Facility Maintenance/Capitol Projects:

Staff noticed water coming through the drop ceiling in the staff area on the east side of the building. NIR Roof Care was called in to evaluate the leak. The technician discovered water getting under an area of shingles, possibly being diverted from the valley where the roof meets the back awning. He suspects this had been happening for a while as the plywood underneath the shingles was damaged. He recommends removing the shingles in the affected area as well as the plywood underneath then replacing with new shingles. Estimate to complete the work is \$3,600. The repair was scheduled to be completed on Friday, April 12.

March 2024 Library Statistics

See next page for March program statistics

	This month	Prior year	
No of patron visits	3,640	3,129	
Total physical items circ'd	2,342		
Total digital items circ'd			
Overdrive	507		
eRead Illinois	1		
# item received in delivery	897		
# items sent out in delivery	930		

March 2024 Program Statistics

				Attendance			
	Program		Adult		Teen	Kids	Kids
<u>Date & Time</u>	<u>Topic</u>	<u>Adults</u>	<u>Passive</u>	<u>Teens</u>	<u>Passive</u>	<u>0-5</u>	<u>6-11</u>
Mon., March 4 @ 5:30PM	Brown Bag Movie Night	2					
Tues., Mar., 5 @ 10AM	Preschool Storytime: Race Cars					6	
Tues, Mar., 5 @ 11AM	Reader Leaders			3			
Tues., Mar., 5 @ 3:30PM	Junior Chefs cooking class			7			5
Tues., Mar. 5 @ 6PM	Adult Sewing Class (rescheduled)	3					
Thurs., Mar. 7 @ 6PM	Build it! Club	14					18
Mon Mar 11, 6:30pm	Make & Mingle Egg Carton Flowers	3					
Tues., Mar. 12 @ 10AM	Preschool Storytime: Lions & Tigers					2	
Wed., Mar. 13 @ 1:30PM	Kids Crafternoon: Glow-in-the-Dark Rocks						33
Thurs., Mar. 14 @ 6PM	Crafter's UFO Night	2		1			
Mon. Mar. 18 @ 6:30PM	Life Cycle of Clothing	23					
Tues., Mar. 19 @ 10AM	Preschool Storytime: Spring					3	
Mon., Mar. 25 @ 6:30PM	Stamp Collecting Basics	2					
	Total Programs Offered	7	0	3	0	3	3
	Total Participation	49	0	11	0	11	56

Library Lovers Expedition Statistics –

Total registered participants – 3,113

Total registered participants from Harvard – 60 (52 registered at Harvard, 8 registered at other libraries)

Total finishers (visited 14 of the 14 participating libraries) – 819

Total Harvard finishers (visited 14 of the 14 participating libraries) – 17

The majority of LLE '24 participants were McHenry County residents. However, many participants listed their home library as outside McHenry County, such as Round Lake, Lake Villa, Schaumburg, Arlington Heights, St. Charles, and Rockford.

Harvard Parks and Recreation Department



To: Mayor, City Council, and Lou Leone

From: Lou Leone, City Administrator

Date: April 15, 2024

Monthly Report for Parks and Recreation

Recycling Event: McHenry County Department of Health will be conducting their annual recycling event on May 11, 2024. Similar to last year, the trucks will park overnight on the 10th and be gone the Monday after the event ends. This year they will be focusing on electronic recycling.

Truck: City Council approved sending the 2022 Ford to auction. We plan to have it posted by Monday April 15th.

Pool Season: Preparations have begun for 2024 season. Emanuel has completed several maintenance projects for both interior and exterior. We have started hiring lifeguards and supplies are slated to be ordered by end of month.

Community Garden Grant: I am working on getting the community garden project completed.

Rebuild IL Grant: Grant was approved. Grant agreement has been submitted. Waiting on the funds to be sent from the State.

NISRA: Nothing to report this month.

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.

New Superintendent: An offer has been made and accepted. Expected started date is June 3rd.

Beloit Sky Carp: Met with Zach Brockman, President of the Beloit Sky Carp. We are working on a “City of Harvard Day” at the stadium along with programs for the baseball leagues. Working on programs to bring attention to both organizations.

Playground Equipment for Mary’s Park: The Council approved the purchase of the equipment for Mary’s Park. Team REIL will notify when installation will begin. As a reminder, the \$9,900 will be coming out of the money market account funds.

CITY OF HARVARD POLICE DEPARTMENT

MONTHLY ACTIVITY REPORT

March, 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 March was; 892.

As of March, 2024 the total number of calls reported and generated is; 2472.

Accidents

Officers responded to the following traffic crashes during the month:

- 11 - Property Damage
- 1 - 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, 0 Aggravated Battery arrests, and 0 Battery arrests.

There were 9 reported Domestic Disputes this month and 2 Domestic Battery resulting in two adult arrests.

Burglaries/Thefts

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

- 0 - Robbery
- 2 - Thefts
- 3 - Retail Theft

- 0 - Burglary
- 0 - Burglary to Motor Vehicles
- 0 - Stolen Automobile

Resulting in 3 charge(s).

Drug Arrests

Officers made the following drug arrests:

- 1 - Cannabis
- 1 - 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, and the McHenry County Gang Task Force, were not activated for the month of March.

MCCAT was activated on March 27, 2024 for a car vs pedestrian accident in McHenry. Officer Oczus responded.

911s, Alarms, Assists and Checks

Officers responded to the following:

- 5 - 911 Hang-Ups
- 11 - Alarms (Non-Specific, Burglary/Robbery and Fire)
- 68 - Fire Department / Rescue Squad Assists
- 13 - Law Enforcement Agency Assists

- 16 - Well-Being Checks
- 78 - Business/Bar Checks
- 283 - Other Checks (House, Schools, Parks, Subdivision)
- 14 - Motorist Assists
- 259 - Citizen Assist (Service Calls)
- 0 - A Way Out Transports

Traffic Arrests

Officers Traffic Stops for the month of March was 77, resulting in the following arrests; Driving Under the Influence - 0 Arrest; Zero Tolerance - 0 Arrests; Driving While License Suspended or Revoked - 0 Arrests; Reckless Driving - 0 Arrests; Fleeing and Eluding a Peace Officer - 0 Arrests; No Valid Driver's License - 3 Arrests; Other Traffic Offense - 0 Arrests.

Tows

Tows - 9; Administrative Tows - 0.

Other Public Complaints

Officers handled 10 Animal Complaints, 5 Harassment Complaints, 3 Missing Persons (returned), 3 Found Property Reports, 2 Fraud Complaints, 3 Solicitor Complaints, 0 Violations of Bail Bond Complaints, 0 Violation of an Order of Protection Complaints, 0 Violations of a No Contact Order Complaints, and 2 Warrant Arrests.

McHenry County Police Social Worker Program (PSW)

There were 5 referrals/callouts in the month of February. Below is a breakdown by month.

- 209 - *2023 total referrals/callouts*
- 15 - January
- 5 - February
- 22 - March
- 0 - April
- 0 - May
- 0 - June

0	-	July
0	-	August
0	-	September
0	-	October
0	-	November
0	-	December
42	-	2024 Year to date

DEPARTMENT OF PUBLIC WORKS

900 W. BRINK STREET
HARVARD, IL 60033



To: Mayor and City Council

From: Rob Lamz, Superintendent of Public Works

Date: April 17, 2024

Re: April Public Works Report

April brought the warm weather (other than a hefty snow) and with it brought the start of our construction season. The staff has been out repairing structures, removing roadway, and prepping for the heft of the season this month. The street sweeper is on deck for servicing and inspection before it is ready for the season as well. Brush pickup starts next month on the second Monday, May 6th, so make sure you put out your finest stick collections.

Staff started the month hauling out any collected spoils, asphalt, and concrete from excavating in the fall or winter, taking them to an aggregate yard for disposal. With our collected spoils taken care of, staff cleaned our drain tiles that keep those bins dry, reset a gravel base, and compacted it for upcoming use. The scrap metal was taken in for recycling, and the area tidied up.

Crews dove head first into the longstanding issue with water ponding on McKinley between Lincoln and Jefferson. This area is serviced by a storm sewer that runs through the backyards of the houses on Lincoln and Jefferson, formerly being a City alley way that was vacated. Staff used the sewer camera to identify an obstruction on the Burbank end, finding that during installation of a backyard fence that the corner post punctured the 12" clay tile and then was filled with concrete, as shown on the right. Staff removed the fence, excavated the area and replaced this section of pipe before cameraing the rest of the line north from there. Staff found chunks of debris also in this section, along with almost full root growth. Staff used a new jetting tip which oscillates as well as enacts a cleaning mode to clear the roots, debris, and finish this section. Staff also replaced two structures in this area which were failing, one on the edge of the Burbank curb, and one in the backyard of a Lincoln Street address. Crews will continue to follow this storm sewer south through the backyards to make sure that with the northern sections cleaned and flowing that the southern end can take on the restored capacity.



Staff began removing the former cut-through at the library this month, leading to some Hijinx when a passer-through disregarded the road closure signs and ended up getting stuck in the excavation. Staff removed the asphalt, taking it directly to the aggregate yard for recycling, before trenching for a new curb section to finish the parking lot at the end and hopefully mitigate anyone driving through the grass in the future. Staff plans to pour this section of curb as weather allows, but the rains have added time and challenge to this area. Staff will backfill, grade, and place seed once the project is complete to cap off the removal.

Public Works finished installation and turning on of the dog park fountain this month, making the final connections and finish of this project. Staff will be working to install the doggie bag station and park bench as time allows, as well as working with Harvard Nursery on placement of some shade trees in this area. This summer staff from Public Works and the Utility are planning to offer assistance to re-roof and repair the existing pavilion structure within the dog park as well, really enhancing the overall look and feel of the space.

DEPARTMENT OF PUBLIC WORKS

900 W. BRINK STREET
HARVARD, IL 60033



Public Works began excavating to tie up loose ends with exposed gravel around the Pet Store, attempting to finish a project that predates my time here. Staff removed the rest of the broken concrete to prepare the area for paving, coming upon vent stacks for underground storage tanks. Public Works hydroexcavated enough for inspection, finding that the two tanks, estimated to be 750 gallons each, are full of oil or oil/water mix and the other is about 1/3 filled with the same. These tanks are most likely a remnant of former occupants of the building, but because of their position under public right of way, they become our burden to deal with. As these tanks appear to pre-date 1974, they do not qualify for the Leaking Underground Storage Tank (LUST) funding and as such,



the city will have to bare the full cost, which is currently estimated between \$15,000 and \$20,000 for environmental testing, licensed UST decommissioners to pump down the tanks to remove and complete the paperwork, and have the Office of the State Fire Marshal present during the removal.



In between these items, I have been out marking areas for consideration for skip patching, with the focus being on highly traveled areas, stop sign approaches, and areas with specific blowouts. Measurements for marking have appeared in these areas and while it does mean that they are being evaluated or added to the list, the marks themselves will not be a guarantee that the area will be completed.

Speaking of construction, IDOT has began getting locates for core out and paving of Division Street (US14) through the City and E. Diggins St (US173) from Division to Grant. This is part of IDOT's S.M.A.R.T overlay program, which stands for Surface Maintenance at the Right Time. The SMART Overlay thicknesses range from 1.25 to 2 inches, and candidate pavements have to pass a set of criteria before being eligible for consideration. The City petitioned for the additional marked crossings on E. Diggins which were accepted. The City will also be working with IDOT to complete repairs to the sanitary structures on Diggins and Grant and Diggins in front of Trinity Lutheran. Performing this work without doing it during this project would result in an IDOT detour route taking traffic all the way to US 120 and US 47 in Woodstock to get to anything from US 14 to US 47 accessed through US173/Brink.

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
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	27,136,000	935,724	0.38	1.0	160,729	3,259,000	5,168,000	8,762,000	17,189,000	592,724
MAR	32,512,000	1,049,000	3.19	3.0	172,080	4,128,000	5,198,000	9,206,000	18,532,000	597,806
APR										
MAY										
JUN										
JUL										
AUG										
SEP										
OCT										
NOV										
DEC										
*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****
Total	88,518,000		6.09	21.00	599,840	10,856,000	#####	#####	54,415,000	
average	29,506,000	972,005				3,618,667	6,788,333	7,731,333	18,138,333	597,854

From: kplindgren@charter.net
Sent: Friday, March 22, 2024 9:30 PM
To: Lori Moller
Subject: RE: RE: Spirit of 76 Scholarship

From: <kplindgren@charter.net>
To: "Lori Moller" <moller@cityofharvard.org>
Sent: March 22, 2024 at 1:13 PM MDT
Subject: RE: Spirit of 76 Scholarship

Dear Lori,

Thank you very much for the kind invite but I will not be participating in any volunteer work again. Please remove my name. Thank you I enjoyed last years service.

Pattie Lindgren (I am sorry changed my name)

From: "Lori Moller" <moller@cityofharvard.org>
To: "Rosa Luna" <alderwomanluna@cityofharvard.org>, "Jim Carbonetti" <carbonetti@charter.net>, "Pattie Lindgren" <kplindgren@charter.net>
Cc: "Mayor" <mayor@cityofharvard.org>
Sent: March 22, 2024 at 12:55 PM MDT
Subject: Spirit of 76 Scholarship

The City received six scholarship applications for the "Spirit of 76" Bicentennial Scholarship. Copies are attached in the "zip" folder.

Mayor Kelly would like to schedule a meeting next week to review the applications for either Wednesday, March 27; Thursday, March 28 or Friday March 29 between 4 & 5 pm.

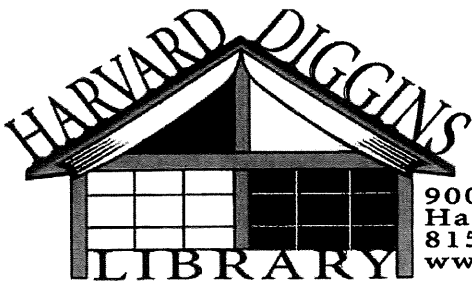
Please let me know if any of these dates work for you and if so, your preference for date and time.

Thanks and have a great day!

Lori

CITY OF HARVARD

Lori Moller, Admin Asst/City Clerk



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

April 9, 2024

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

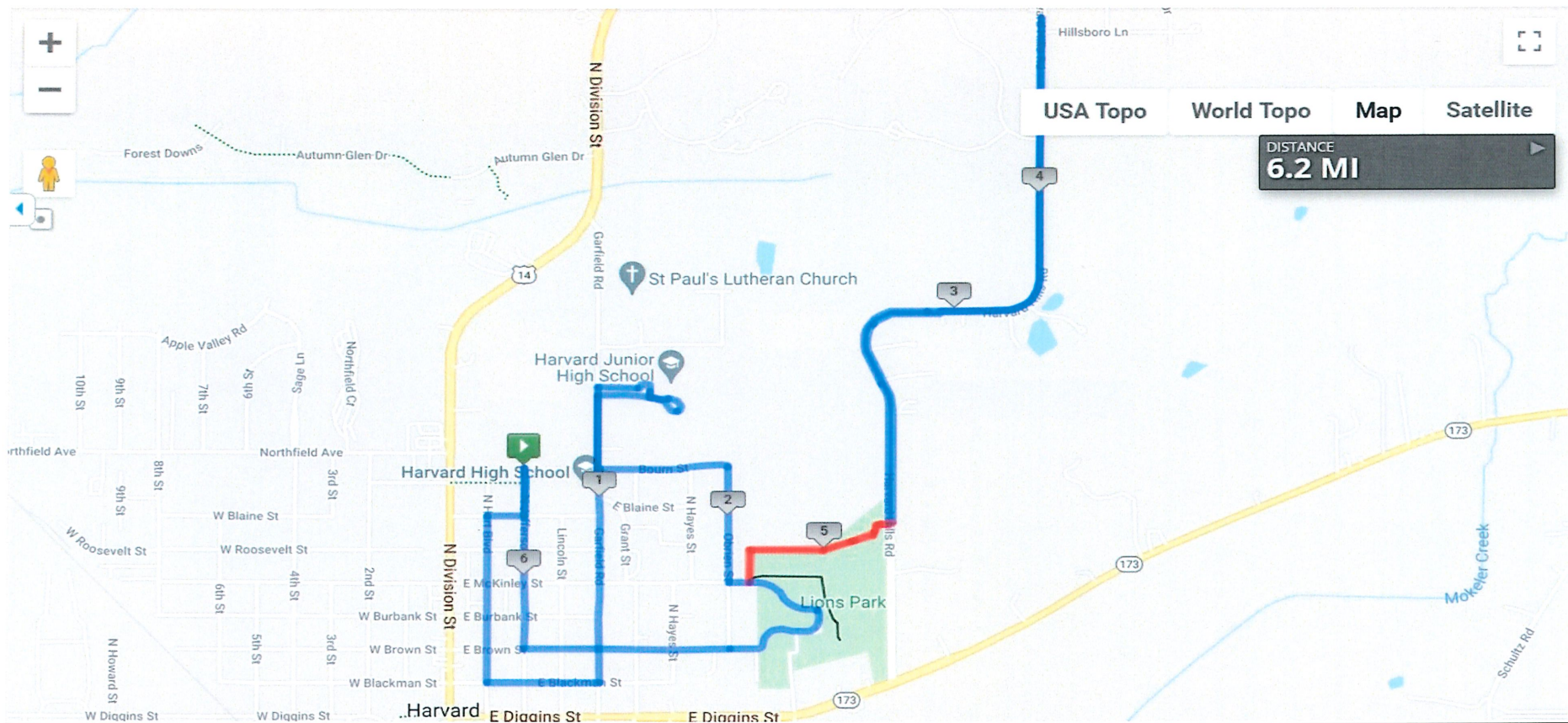
Mayor Kelly,

The Harvard Garden Club and Harvard Village Quilters have requested use of the Library plaza and meeting room on Saturday, May 18, 2024 from 8AM – 1PM for their annual plant and craft sale. Both groups held their sale at the library last year and realized great success. This memo is to request approval for use of the Library plaza and meeting room for the sale by the Harvard City Council at the next Council meeting.

Thank you for considering this request. Please feel free to call me at 815-943-4671 if you have any questions.

Sincerely,

Karen Sutera
Director
Harvard Diggins Library
900 East McKinley Street
Harvard, IL 60033
(815)943-4671



Harvard Milk Days 10K

Beginning at Jefferson School head south on N. Jefferson St.

Head west on Blaine Street toward N. Hart Blvd

Head south on N Hart Blvd toward E Roosevelt Street

Head east on E Blackman St towards N Jefferson Street

Head north on Garfield Rd towards E Brown St.; Stay on Garfield until Junior High bus entrance

Run up the bus entrance, around the circle, follow along to the staff/car parking area and down the car only drive

Head south on Garfield Rd towards Bourn St.; Turn left onto Bourn St.

Head east on Bourn St towards Grant St.

Bourn St. turns right and becomes O'Brien St

Head south on O'Brien St. towards E McKinley St

Head east on E McKinley into the library parking lot

Offroad follow grass/cornfield line until you get to the pump house parking lot/driveway (turning left on Harvard Hills Road) (this is an out and back portion of the run)

Head north on Harvard Hills Rd following until just after Hillsboro Lane

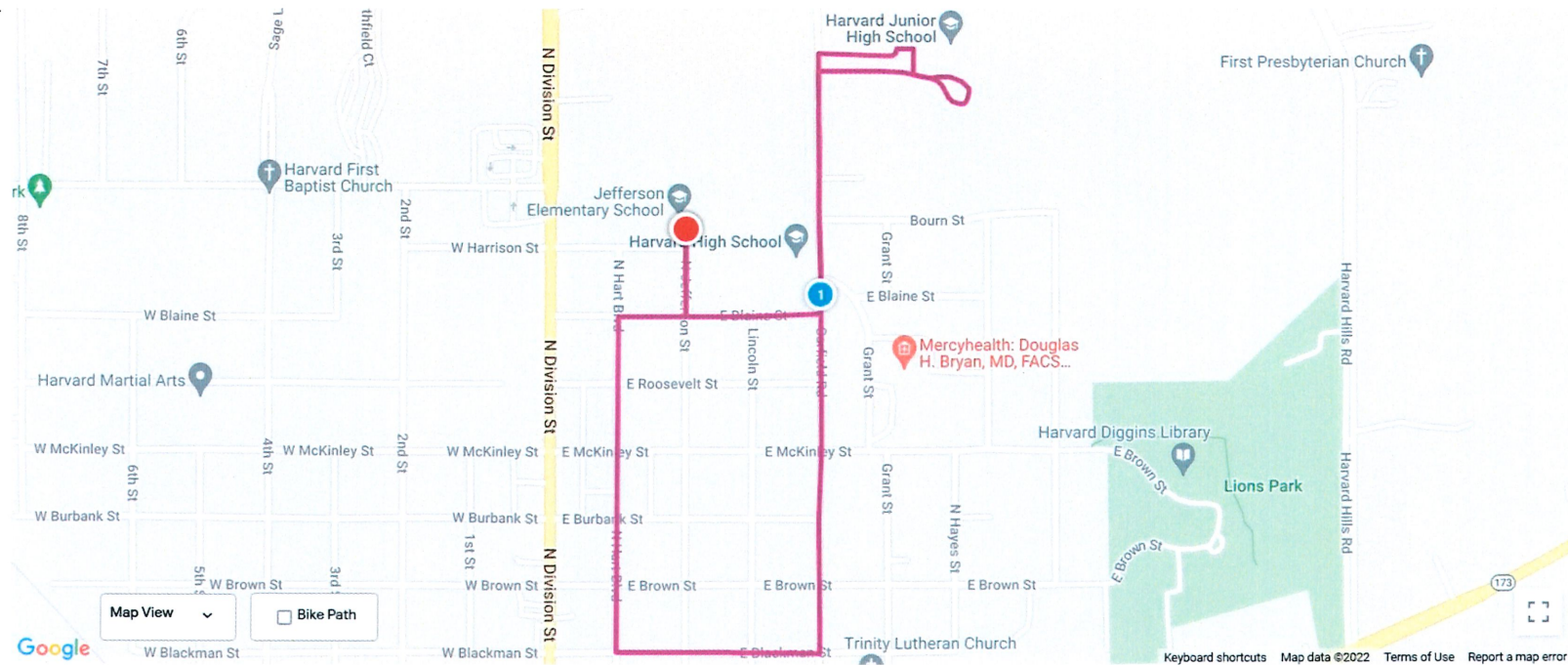
Make U turn and follow Harvard Hills Road back to pump house driveway

Offroad follow grass/cornfield line until you get back to the parking lot of the library

Continue the drive past the library and down by the pool/park area (drive turns into E Brown St.)

Head west on E Brown St

Head north on N. Jefferson St.; Follow N. Jefferson St. back to the school

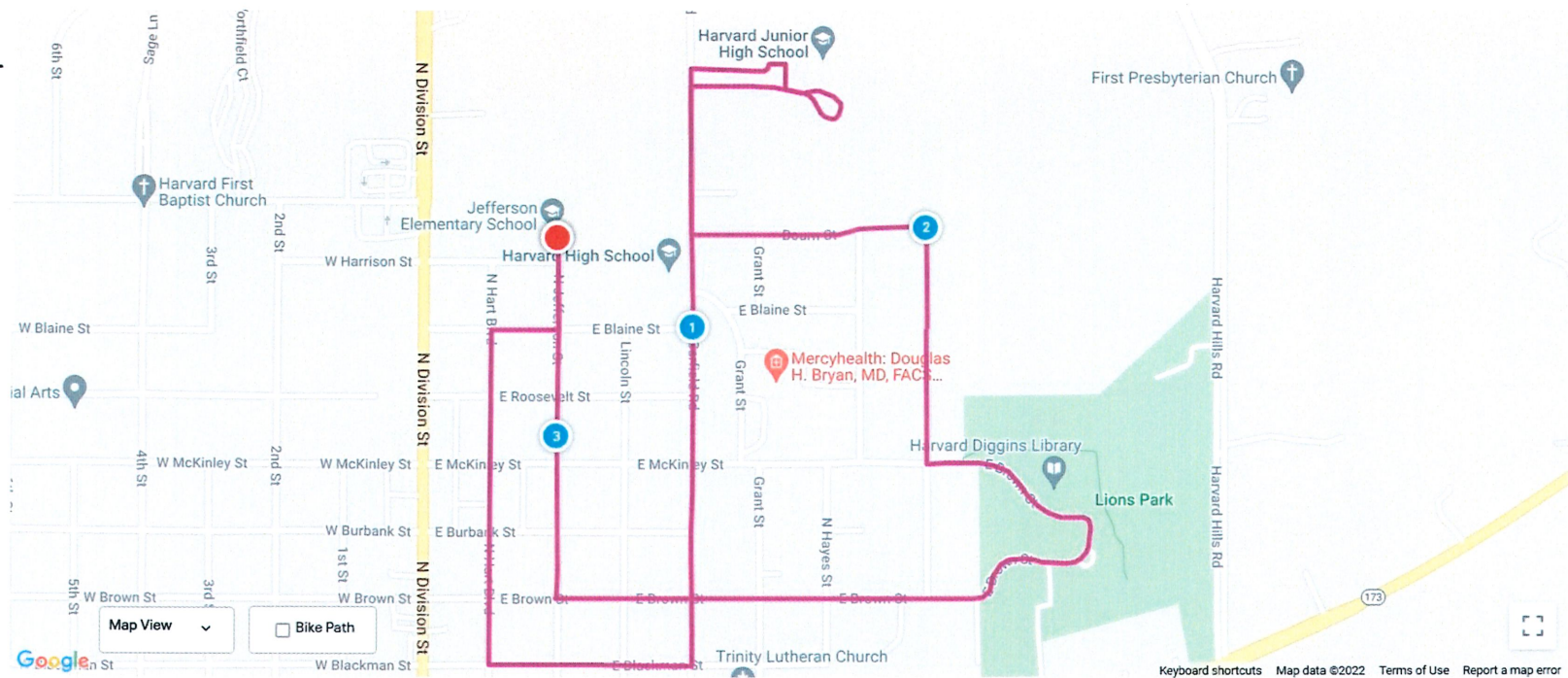


ELEVATION (FT)

START	MAX	GAIN
982 ft	1,006 ft	49 ft

2 MILE WALK

Beginning at Jefferson School head south on N. Jefferson St.
 Head west on Blaine Street toward N. Hart Blvd
 Head south on N Hart Blvd toward E Roosevelt Street
 Head east on E Blackman St towards N Jefferson Street
 Head north on Garfield Rd towards E Brown St.
 Stay on Garfield until Junior High bus entrance
 Run up the bus entrance, around the circle, follow along to the staff/car parking area and down the car only drive
 Head south on Garfield Rd towards Bourn St.
 Turn right on E Blaine St.
 Head west on E Blaine St towards Lincoln St
 Turn right on N Jefferson
 Follow N Jefferson until you get to Jefferson school



ELEVATION (FT)		
START	MAX	GAIN
981 ft	1,028 ft	89 ft

5K RUN

Beginning at Jefferson School head south on N. Jefferson St.
 Head west on Blaine Street toward N. Hart Blvd
 Head south on N Hart Blvd toward E Roosevelt Street
 Head east on E Blackman St towards N Jefferson Street
 Head north on Garfield Rd towards E Brown St.
 Stay on Garfield until Junior High bus entrance
 Run up the bus entrance, around the circle, follow along to the staff/car parking area and down the car only drive
 Head south on Garfield Rd towards Bourn St.
 Turn left onto Bourn St.
 Head east on Bourn St towards Grant St.
 Bourn St. turns right and becomes O'Brien St
 Head south on Obrien St. towards E McKinley St
 Head east on E McKinley into the library parking lot
 Continue the drive past the library and down by the pool/park area (drive turns into E Brown St.)
 Head west on E Brown St
 Head north on N Jefferson St; follow N. Jefferson St. back to the school

Certificate of Recognition to State Wrestling Champ Blake Livdahl

WHEREAS, the City of Harvard realizes that participation in organized athletics helps build character and teaches a wholesome sense of fair play and good sportsmanship among our youth; and

WHEREAS, the City of Harvard is very proud of the record of Blake Livdahl who went undefeated his 8th grade year enroute to a dominating championship match; and

WHEREAS, Blake Livdahl won the Illinois Wrestling Coaches & Officials Association (IWCOA) Fresh/Soph State Tournament at 190 lbs. on March 9th & 10th, 2024; and

WHEREAS, the City of Harvard seeks to recognize the outstanding achievement of Blake Livdahl.

NOW, THEREFORE, BE IT RESOLVED that I, Michael Kelly, Mayor of the City of Harvard do hereby recognize and congratulate Blake Livdahl on his outstanding accomplishment and hereby present this Certificate of Recognition to Blake Livdahl for his exceptional athletic performance.

ADOPTED, by the City Council of the City of Harvard this 23rd day of April, 2024.



ATTEST:

Mayor Michael P. Kelly

City Clerk Lori Moller

City of Harvard Memo

To: Members of the City Council

From: Debi Bejot

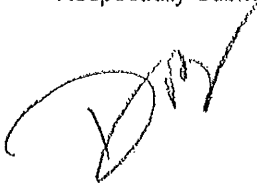
Date: 4/23/2024

Re: Treasurer's Report

Members of the City Council:

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

Respectfully Submitted,

A handwritten signature in black ink, appearing to be 'Debi Bejot', written in a cursive style.

CITY OF HARVARD				
TREASURER'S REPORT				
APRIL, 2024				
GL NUMBER	INVOICE LINE DESCRIPTION	VENDOR	INVOICE DESCRIPTION	AMOUNT
Fund 01 GENERAL				
01-00-44360	ZONING/PLATTING FEES	SALVADOR OLIVO	REFUND FOR REVIEW FEES	1,262.25
		Total For Dept 00 GENERAL		1,262.25
Dept 01 ADMINISTRATION				
01-01-54760	MAYOR MONTHLY EXPENSE	MICHAEL P. KELLY	APRIL MONTHLY EXPENSE	150.00
01-01-55010	ATTORNEY FEES	ZUKOWSKI, ROGERS, FLOOD	MISC. ATTORNEY FEES	2,880.00
01-01-55030	ENGINEERING FEES	CHRISTOPHER B. BURKE	10 KENNEDY DRIVE LOMR REVIEW	702.75
01-01-55030	ENGINEERING FEES	CHRISTOPHER B. BURKE	JEFFERSON SCHOOL ADDITION REVIEW	2,983.75
01-01-55030	ENGINEERING FEES	CHRISTOPHER B. BURKE	POST OFFICE DESIGN ENGINEERING	3,225.00
01-01-55030	ENGINEERING FEES	CHRISTOPHER B. BURKE	HARVARD CCU REVIEW	572.50
01-01-55030	ENGINEERING FEES	CHRISTOPHER B. BURKE	HARVARD GENERAL CONSULTATIONS	674.84
01-01-55030	ENGINEERING FEES	CHRISTOPHER B. BURKE	IL 173 (BRINK ST.) SIDEWALK IMPROVEMENT	5,480.87
01-01-55140	BLD/GRNDS/GEN MAINT	HARVARD NURSERY INC	AYER ST/CITY HALL/PD MAINT./SPRING CLEAN	1,500.00
01-01-55140	BLD/GRNDS/GEN MAINT	A ROSE CLEANING LLC	CH/PD CLEANING SERVICE	910.73
01-01-55140	BLD/GRNDS/GEN MAINT	HARVARD NURSERY INC	AYER ST. STREETScape PROJECT-LANDSCAPING	7,775.00
01-01-55140	BLD/GRNDS/GEN MAINT	WALMART COMMUNITY/GEMB	SUPPLIES	30.44
01-01-55320	EQUIP MAINT	CSI TECHNICAL SERVICES INC.	NETWORK SUPPORT	750.00
01-01-55320	EQUIP MAINT	CSI TECHNICAL SERVICES INC.	NETWORK SUPPORT	562.50
01-01-55320	EQUIP MAINT	CSI TECHNICAL SERVICES INC.	SPAM FILTERING/NETWORK SUPPORT	1,351.84
01-01-55320	EQUIP MAINT	LEAF	CH COPIER	473.62
01-01-56060	OFFICE SUP/OPERATING EXP	QUILL	CH OFFICE SUPPLIES	398.53
01-01-56060	OFFICE SUP/OPERATING EXP	NOTARY PUBLIC ASSO OF ILLINOIS	VEGA - NOTARY NEW	66.95
01-01-56060	OFFICE SUP/OPERATING EXP	QUILL	CH SUPPLIES	23.18
01-01-56060	OFFICE SUP/OPERATING EXP	QUILL	CH SUPPLIES	36.50
01-01-56060	OFFICE SUP/OPERATING EXP	QUILL	CH SUPPLIES	120.46
01-01-56060	OFFICE SUP/OPERATING EXP	QUILL	CH SUPPLIES	32.99
01-01-56080	POSTAGE	FED EX	SHIPPING CHARGES	12.39
01-01-56080	POSTAGE	POSTMASTER	PUBLIC NOTICE MAILING CITY WIDE	2,040.00

GL NUMBER	INVOICE LINE DESCRIPTION	VENDOR	INVOICE DESCRIPTION	AMOUNT
01-01-56080	POSTAGE	POSTMASTER	STAMPS FOR CERTIFIED MAIL	190.00
01-01-56080	POSTAGE	POSTMASTER	POSTAGE REFILL	340.00
01-01-56100	PUBLIC NOTICES	SHAW SUBURBAN MEDIA	PUBLICATIONS	214.00
01-01-56140	TELEPHONE/CELL PHONES	TMOBILE	MONTHLY CELL PHONE USE	363.43
01-01-57020	MISCELLANEOUS	APPLE CREEK FLOWERS	FLOWERS FOR MACKO'S DAD'S FUNERAL	97.50
01-01-57020	MISCELLANEOUS	FORGET ME NOT FLOWER MARKET	FUNERAL FLOWERS-WALDO/BRENNECKA	174.00
01-01-58000	NEW EQUIP/INFRASTR	INDUSTRIAL DOOR COMPANY	NEW ENTRY DOORS - CITY HALL	19,175.00
01-01-58000	NEW EQUIP/INFRASTR	INDUSTRIAL DOOR COMPANY	NEW WINDOWS - CITY HALL	8,190.00
01-01-58000	NEW EQUIP/INFRASTR	JON PAGLES DESIGN	NEW DOOR LOGOS-CH/PW/UT	420.89
		Total For Dept 01 ADMINISTRATION		61,919.66
Dept 02 STREETS				
01-02-54750	TRAINING & SEMINARS	APWA ILLINOIS CHAPTER IPSI	REGISTRATION FEE FOR IPSI SPRING SESSION	795.00
01-02-54750	TRAINING & SEMINARS	CHICAGO PARTS AND SOUNDS, LLC	2 DAY TRAINING PROGRAM-JOHN BARTEL	675.00
01-02-54790	UNIFORMS	CINTAS LOC 19#M	PW UNIFORMS	151.04
01-02-55130	VEHICLE/EQUIP MAINT	SAE GROUP	BLADE CRATE (SNOWPLOW)	765.00
01-02-55130	VEHICLE/EQUIP MAINT	ADVANCE AUTO PARTS	SUPPLIES/PARTS	270.82
01-02-55130	VEHICLE/EQUIP MAINT	BOBCAT OF ROCKFORD	FILTER/BLADE/ARM/SEAT	1,045.61
01-02-55130	VEHICLE/EQUIP MAINT	HARVARD FORD	MIRROR COVER	37.13
01-02-55130	VEHICLE/EQUIP MAINT	JIM OLSON COLLISION INC-HARVARD	REPAIRS TO #72	1,627.28
01-02-55130	VEHICLE/EQUIP MAINT	OREILLY AUTOMOTIVE, INC	SUPPLIES	216.94
01-02-55140	BLD/GRNDS/GEN MAINT	BLUE RIBBON ELECTRICAL INC.	LAMPS	143.60
01-02-55140	BLD/GRNDS/GEN MAINT	ELOY GARAGE DOOR	8 OVERHEAD DOORS	895.00
01-02-55140	BLD/GRNDS/GEN MAINT	ELOY GARAGE DOOR	GARAGE DOOR SERVICE	350.00
01-02-55230	TREE PLANTING/REMOVAL	HARVARD NURSERY INC	MIXED TREES FOR AYER ST/INSTALL TREE	4,800.00
01-02-55230	TREE PLANTING/REMOVAL	POWER TREE & STUMP REMOVAL	REMOVE LARGE OAK TREE	3,500.00
01-02-55230	TREE PLANTING/REMOVAL	POWER TREE & STUMP REMOVAL	401 W BURBANK,/601 BURBANK	4,300.00
01-02-56010	TOOLS	GRAINGER	IMPACT WRENCH/SHOE & BOOT DRYER	407.69
01-02-56010	TOOLS	ADVANCE AUTO PARTS	SUPPLIES/PARTS	335.06
01-02-56010	TOOLS	GRAINGER	IMPACT WRENCH AIR POWERED	443.94
01-02-56010	TOOLS	OREILLY AUTOMOTIVE, INC	SUPPLIES	134.72
01-02-56140	TELEPHONE/CELL PHONES	CHARTER COMMUNICATIONS	900 W BRINK	129.99
01-02-56140	TELEPHONE/CELL PHONES	TMOBILE	MONTHLY CELL PHONE USE	39.72
01-02-56150	ELECTRICITY/UTILITIES	COMMONWEALTH EDISON	205 N. EASTMAN ST.	79.29

GL NUMBER	INVOICE LINE DESCRIPTON	VENDOR	INVOICE DESCRIPTION	AMOUNT
01-02-56150	ELECTRICITY/UTILITIES	AEP ENERGY	609 AUTUMN GLEN DR.	902.28
01-02-56150	ELECTRICITY/UTILITIES	COMMONWEALTH EDISON	205 N EASTMAN ST TORNADO SIREN	99.16
01-02-56210	STREET SIGNS	HI VIZ INC.	SIGNS	930.00
01-02-57020	MISCELLANEOUS	GRAINGER	IMPACT WRENCH/SHOE & BOOT DRYER	180.50
01-02-57020	MISCELLANEOUS	AIRGAS USA, LLC	CYLINDER	45.06
01-02-57020	MISCELLANEOUS	SHARE CORPORATION	SUPPLIES	217.60
		Total For Dept 02 STREETS		23,517.43
Dept 03 POLICE				
01-03-54790	UNIFORMS	GALLS	UNIFORM-AARON PALMER	114.40
01-03-54790	UNIFORMS	GALLS	UNIFORM-SALAS	57.00
01-03-54790	UNIFORMS	GALLS	UNIFORM-MICHAEL VEST	119.97
01-03-54790	UNIFORMS	GALLS	UNIFORM-MICHAEL VEST	314.47
01-03-54790	UNIFORMS	GALLS	UNIFORM-SPIELMAN	335.49
01-03-54790	UNIFORMS	THE TROPHY STORE	APPAREL-LYNETTE FIEGEL	105.96
01-03-54790	UNIFORMS	THE TROPHY STORE	APPAREL	192.00
01-03-54790	UNIFORMS	UNIFORM DEN	UNIFORM-SALAS	253.45
01-03-54790	UNIFORMS	UNIFORM DEN	UNIFORM-MELANIE BOWDEN	184.95
01-03-54790	UNIFORMS	UNIFORM DEN	UNIFORM-MELANIE BOWDEN	169.00
01-03-54790	UNIFORMS	UNIFORM DEN	UNIFORM-SEE	18.00
01-03-55010	ATTORNEY FEES	ZUKOWSKI, ROGERS, FLOOD	PD ATTORNEY FEES	4,400.00
01-03-55130	VEHICLE/EQUIP MAINT	HARVARD FORD	SQUAD 120 REPAIRS	921.35
01-03-55130	VEHICLE/EQUIP MAINT	OREILLY AUTOMOTIVE, INC	SUPPLIES	89.25
01-03-55150	RADIO MAINTENANCE	INTERSTATE ALL BATTERY CENTER	PORTABLE RADIO BATTERY	1,341.00
01-03-55150	RADIO MAINTENANCE	MOTOROLA SOLUTIONS INC	QUARTERLY MONTHLY STARCOM CHARGES	2,091.00
01-03-55320	EQUIP MAINT	CSI TECHNICAL SERVICES INC.	NETWORK SUPPORT	125.00
01-03-55320	EQUIP MAINT	FOX VALLEY FIRE AND SAFETY	SEMI-ANNUAL-FIRE ALARM	300.00
01-03-55320	EQUIP MAINT	CSI TECHNICAL SERVICES INC.	NETWORK SUPPORT	111.50
01-03-55320	EQUIP MAINT	LEAF	PD COPIER	328.55
01-03-55320	EQUIP MAINT	MUNICIPAL ELECTRONICS, INC.	RADAR CERT.	200.00
01-03-56060	OFFICE SUP/OPERATING EXP	QUILL	PD SUPPLIES	15.99
01-03-56060	OFFICE SUP/OPERATING EXP	QUILL	PD SUPPLIES	249.95
01-03-56060	OFFICE SUP/OPERATING EXP	QUILL	PD SUPPLIES	101.19
01-03-56060	OFFICE SUP/OPERATING EXP	WALMART COMMUNITY/GEMB	SUPPLIES	46.56

GL NUMBER	INVOICE LINE DESCRIPTON	VENDOR	INVOICE DESCRIPTION	AMOUNT
01-03-56070	INVESTIGATIONS/NUISANCES	ILLINOIS STATE POLICE	LIQUOR BACKGROUND CHECK	30.00
01-03-56070	INVESTIGATIONS/NUISANCES	TRANSUNION RISK & ALTERNATIVE	MONTHLY COMMITMENT	75.00
01-03-56090	DUES/SUBSCRIPTIONS	MCHENRY CO MAJOR INVESTIGATION	MIAT ANNUAL OPERATIONAL FEE	1,000.00
01-03-56140	TELEPHONE/CELL PHONES	CARD SERVICE CENTER	PARKS SINK/PD/CH PHONE/ANNE TRAINING	203.63
01-03-56140	TELEPHONE/CELL PHONES	TMOBILE	MONTHLY CELL PHONE USE	76.32
01-03-56140	TELEPHONE/CELL PHONES	CHARTER COMMUNICATIONS	PD/CH INTERNET - 2 MONTHS W/ UPGRADE	1,991.34
01-03-56170	GAS/OIL/GREASE	WEX BANK	FLEET FUEL	2,539.83
01-03-56190	POLICE COMMISSION EXPENSE	ADVOCATE OCCUPATIONAL HEALTH	MONREAL-PREEMPLOYMENT SCREENING	155.53
01-03-56190	POLICE COMMISSION EXPENSE	PERSONNEL ASSESSMENT CENTER INC	EVALUATION-RETURN TO DUTY-TOBIAS	400.00
01-03-56190	POLICE COMMISSION EXPENSE	PERSONNEL ASSESSMENT CENTER INC	ENTRANCE TESTING-DANIEL MONREAL	550.00
01-03-57020	MISCELLANEOUS	MERCY HEALTH SYSTEM	DRUG SCREEN-MELANIE BOWDEN	44.00
01-03-57071	SPECIAL PROGRAMS	CAKES BY BELLA INC	BAUMAN CUPCAKE ORDER	80.00
01-03-58000	NEW EQUIP/INFRASTR	IT SAVVY LLC	DOCKING STATION-FOR TOUGHBOOK	1,798.00
01-03-58000	NEW EQUIP/INFRASTR	PRO-VISION	CAR CAMS	6,019.41
01-03-58000	NEW EQUIP/INFRASTR	JON PAGLES DESIGN	PRINTED VINYL MEDIA	1,519.28
		Total For Dept 03 POLICE		28,668.37
Dept 04 BUILDING				
01-04-54750	TRAINING & SEMINARS	CARD SERVICE CENTER	PARKS SINK/PD/CH PHONE/ANNE TRAINING	25.00
01-04-55020	PROFESSIONAL FEES	B&F CONSTRUCTION CODE SERVICES	FEBRUARY INSPECTIONS	859.99
01-04-56170	GAS/OIL/GREASE	WEX BANK	FLEET FUEL	106.19
		Total For Dept 04 BUILDING		991.18
		Total For Fund 01 GENERAL		116,358.89
Fund 03 LIBRARY FUND				
03-00-55140	BLD/GRNDS/GEN MAINT	CINTAS LOC 19#M	LIBRARY CLEANING SUPPLIES	189.96
03-00-55140	BLD/GRNDS/GEN MAINT	GENERAL REFRIGERATION SERVICE LLC	LIBRARY REVIEW AHU IN PENTHOUSE	483.50
03-00-55140	BLD/GRNDS/GEN MAINT	GOMEZ CLEANING	LIBRARY CLEANING	450.00
03-00-55140	BLD/GRNDS/GEN MAINT	HARTWIG PLUMBING & HEATING	LIBRARY REPAIR RESTROOM	612.50
03-00-55140	BLD/GRNDS/GEN MAINT	J. SANCHEZ LANDSCAPING	LIBRARY FINAL SNOW REMOVAL	750.00
03-00-55140	BLD/GRNDS/GEN MAINT	ODI'S WOODSHOP INC	LIBRARY REPAIR CIRC DESK LAMINATE	225.00
03-00-55140	BLD/GRNDS/GEN MAINT	SCHOPEN PEST SOLUTIONS	LIBRARY QUARTERLYPEST INSPECTION	111.00
03-00-55140	BLD/GRNDS/GEN MAINT	TEE JAY SERVICE COMPANY	LIBRARY REPLACE HANDICAP DOOR PARTS	7,888.00
03-00-56140	TELEPHONE/CELL PHONES	AT&T	MONTHLY FIBER CIRCUIT BILL	370.14
03-00-56140	TELEPHONE/CELL PHONES	ILL DEPT OF INOV & TECH	LIBRARY FIBER LINE	428.00

GL NUMBER	INVOICE LINE DESCRIPTION	VENDOR	INVOICE DESCRIPTION	AMOUNT
03-00-56140	TELEPHONE/CELL PHONES	PEERLESS NETWORK	LIBRARY TELEPHONE SERVICE	761.87
03-00-56190	TECHNOLOGY	42 TECH SOLUTIONS, INC	MONTHLY TECH SUPPORT	600.00
		Total For Fund 03 LIBRARY FUND		12,869.97
Fund 04 PARK FUND				
04-00-55120	MAINTENANCE	SUMMERVIEW LANDSCAPES INC	FIELD IMPROVEMENTS - MWP	6,300.00
04-00-55120	MAINTENANCE	ACE HARDWARE OF HARVARD	SUPPLIES	7.38
04-00-55140	BLD/GRNDS/GEN MAINT	PROUD GENERAL CONTRACTORS LLC	PD SHED ROOF/JR TACKLE SHED ROOF	4,000.00
04-00-55140	BLD/GRNDS/GEN MAINT	ACE HARDWARE OF HARVARD	SUPPLIES	41.53
04-00-55140	BLD/GRNDS/GEN MAINT	HARTWIG PLUMBING & HEATING	REPLACE BALL VALVE AT FIELD HOUSE	383.75
04-00-55140	BLD/GRNDS/GEN MAINT	TRACTOR SUPPLY CREDIT PLAN	SUPPLIES	34.99
04-00-56050	SUPPLIES/MATERIALS	CARD SERVICE CENTER	PARKS SINK/PD/CH PHONE/ANNE TRAINING	244.86
04-00-56050	SUPPLIES/MATERIALS	ROCKET INDUSTRIAL	ROLL TOWEL/BATH TISSUE	227.44
04-00-56150	ELECTRICITY/UTILITIES	COMMONWEALTH EDISON	900 E BROWN ST.	59.07
04-00-57070	PARK PROGRAMS	GLOBAL PAYMENTS INTEGRATED	MONTHLY SERVICE FEE	18.95
		Total for Dept 00 PARKS		11,317.97
Dept 07 POOL				
04-07-55180	MAINTENANCE - POOL	BLUE RIBBON ELECTRICAL INC.	NEW CONDUCTORS	956.21
04-07-55180	MAINTENANCE - POOL	ACE HARDWARE OF HARVARD	SUPPLIES	300.98
04-07-55180	MAINTENANCE - POOL	GRAINGER	FAUCET CONTROL BOX	208.00
04-07-55180	MAINTENANCE - POOL	GRAINGER	THERMOSTATIC MIXING VALVE	122.46
04-07-55180	MAINTENANCE - POOL	TRACTOR SUPPLY CREDIT PLAN	SUPPLIES	200.90
04-07-56050	SUPPLIES/MATERIALS	ROCKET INDUSTRIAL	PARKS SUPPLIES	80.74
04-07-56140	TELEPHONE/CELL PHONES	TMOBILE	MONTHLY CELL PHONE USE	25.44
04-07-56160	FUEL FOR BUILDING/PROPANE	NICOR GAS	607 GALVIN PKWY	183.42
04-07-58000	NEW EQUIP/INFRASTR	TRACTOR SUPPLY CREDIT PLAN	SUPPLIES	389.98
		Total For Dept 07 POOL		2,468.13
		Total For Fund 04 PARK FUND		13,786.10
Fund 14 MOTOR FUEL TAX				
14-00-55030	ENGINEERING FEES	CHRISTOPHER B. BURKE	MARENGO RD ENGINEERING	13,554.07
14-00-55030	ENGINEERING FEES	CHRISTOPHER B. BURKE	DIGGINS ST. ENGINEERING	1,771.48
14-00-55120	MAINTENANCE	SCHROEDER ASPHALT SERVICES INC	AYER ST. STREETScape - FINAL PAYMENT	418,887.40
		Total For Fund 14 MOTOR FUEL TAX		434,212.95

GL NUMBER	INVOICE LINE DESCRIPTION	VENDOR	INVOICE DESCRIPTION	AMOUNT
Fund 16 POLICE WELFARE				
16-00-57020	MISCELLANEOUS	HARTWIG PLUMBING & HEATING	FOOD PANTRY PUMP NOT WORKING	1,255.00
16-00-57070	SR CTR INTERNET	ATT U-VERSE	SENIOR CENTER INTERNET	131.25
		Total For Fund 16 POLICE WELFARE		1,386.25
Fund 18 INSURANCE FUND				
18-00-55070	INSURANCE PMTS	GPE	ADDED 2 2023 CHARGERS TO POLICY	332.00
18-00-55070	INSURANCE PMTS	ILLINOIS PUBLIC RISK FUND	MAY WORKERS' COMPENSATION	13,637.00
18-00-57020	MISCELLANEOUS	THE TROPHY STORE	APPAREL	1,180.34
		Total For Fund 18 INSURANCE FUND		15,149.34
Fund 70 WATER SEWER FUND				
Dept 10 WASTEWATER				
70-10-54790	UNIFORMS	CINTAS LOC 19#M	SW/UT UNIFORMS	153.52
70-10-55020	PROFESSIONAL FEES	PACE ANALYTICAL SERVICES LLC	MARCH 2024 MONTHLY LAB	1,932.10
70-10-55020	PROFESSIONAL FEES	PACE ANALYTICAL SERVICES LLC	WWTP	3,184.10
70-10-55130	VEHICLE/EQUIP MAINT	ACE HARDWARE OF HARVARD	SUPPLIES	17.75
70-10-55140	BLD/GRNDS/GEN MAINT	ACE HARDWARE OF HARVARD	SUPPLIES	9.99
70-10-55140	BLD/GRNDS/GEN MAINT	WALMART COMMUNITY/GEMB	SUPPLIES	58.32
70-10-55320	EQUIP MAINT	ACE HARDWARE OF HARVARD	SUPPLIES	101.72
70-10-55320	EQUIP MAINT	BLUE RIBBON ELECTRICAL INC.	WWTP-SLUDGE PRESS	1,155.00
70-10-55320	EQUIP MAINT	BLUE RIBBON ELECTRICAL INC.	WASTE TREATMENT	660.00
70-10-55320	EQUIP MAINT	EVOQUA WATER TECHNOLOGIES LLC	EQUIP. MAINT	286.88
70-10-55320	EQUIP MAINT	GASVODA & ASSOCIATES, INC.	WWTP PUMP PACKAGE	1,875.00
70-10-55320	EQUIP MAINT	HARTWIG PLUMBING & HEATING	RPZ TESTS/BOILER ISSUES	575.00
70-10-55320	EQUIP MAINT	SCHWING BIOSET INC	MOTOR	1,948.46
70-10-55320	EQUIP MAINT	UNITED LABORATORIES	WWTP SUPPLIES	1,388.56
70-10-55320	EQUIP MAINT	UNITED LABORATORIES	WWTP BACT W/ENZ	2,058.60
70-10-56020	LAB SUPPLIES	CERTIFIED BALANCE AND SCALE CO	HACH SPECTROPHOTOMETER	575.00
70-10-56140	TELEPHONE/CELL PHONES	TMOBILE	UT/SW MONTHLY CELL PHONE USE	50.88
70-10-56140	TELEPHONE/CELL PHONES	CHARTER COMMUNICATIONS	807 W BRINK ST	230.08
70-10-56150	ELECTRICITY/UTILITIES	COMMONWEALTH EDISON	850 W DIGGINS ST.	150.12
70-10-56150	ELECTRICITY/UTILITIES	COMMONWEALTH EDISON	1000 FORESTDOWNS LIFT STATION	155.29
70-10-56150	ELECTRICITY/UTILITIES	COMMONWEALTH EDISON	827 GARFIELD	27.49
70-10-56150	ELECTRICITY/UTILITIES	COMMONWEALTH EDISON	709 1/2 DEWEY	40.10

GL NUMBER	INVOICE LINE DESCRIPTON	VENDOR	INVOICE DESCRIPTION	AMOUNT
70-10-56150	ELECTRICITY/UTILITIES	COMMONWEALTH EDISON	900 E BROWN ST.	83.22
70-10-56150	ELECTRICITY/UTILITIES	DYNEGY ENERGY SERVICES	36135B1 TRANSFORMER	25.40
70-10-56150	ELECTRICITY/UTILITIES	DYNEGY ENERGY SERVICES	633 COUNTRYBROOK LN/LIFT STATION	172.87
70-10-56150	ELECTRICITY/UTILITIES	DYNEGY ENERGY SERVICES	201 E FRONT	54.79
70-10-56150	ELECTRICITY/UTILITIES	DYNEGY ENERGY SERVICES	899 1/2 W DIGGINS	71.93
70-10-56150	ELECTRICITY/UTILITIES	DYNEGY ENERGY SERVICES	501 GALVIN PKWY	24.93
70-10-56150	ELECTRICITY/UTILITIES	DYNEGY ENERGY SERVICES	801 W. BRINK	26.32
70-10-56150	ELECTRICITY/UTILITIES	DYNEGY ENERGY SERVICES	309 1/2 S. DIVISION	153.32
70-10-56150	ELECTRICITY/UTILITIES	DYNEGY ENERGY SERVICES	302 MARENGO RD	84.34
70-10-56150	ELECTRICITY/UTILITIES	DYNEGY ENERGY SERVICES	1201 S. DIVISION ST.	103.37
70-10-56150	ELECTRICITY/UTILITIES	DYNEGY ENERGY SERVICES	900 E BROWN	1,240.30
70-10-56150	ELECTRICITY/UTILITIES	DYNEGY ENERGY SERVICES	300 LAWRENCE RD	718.90
70-10-56150	ELECTRICITY/UTILITIES	DYNEGY ENERGY SERVICES	6861 HARVARD HILLS	6,080.44
70-10-56150	ELECTRICITY/UTILITIES	DYNEGY ENERGY SERVICES	1500 WILLOW	156.26
70-10-56150	ELECTRICITY/UTILITIES	DYNEGY ENERGY SERVICES	3 KENNEDY	57.00
70-10-56150	ELECTRICITY/UTILITIES	DYNEGY ENERGY SERVICES	302 LAWRENCE RD, WELL 10	4,755.14
70-10-56150	ELECTRICITY/UTILITIES	DYNEGY ENERGY SERVICES	807 W BRINK ST. UNIT 1	133.73
70-10-56150	ELECTRICITY/UTILITIES	DYNEGY ENERGY SERVICES	2501 BAYBERRY BLVD, PUMP	26.50
70-10-56150	ELECTRICITY/UTILITIES	DYNEGY ENERGY SERVICES	700 W DIGGINS ST.	26.43
70-10-56150	ELECTRICITY/UTILITIES	COMMONWEALTH EDISON	20211 CROWLEY RD	57.64
70-10-56150	ELECTRICITY/UTILITIES	COMMONWEALTH EDISON	900 E BROWN ST	121.36
70-10-56150	ELECTRICITY/UTILITIES	COMMONWEALTH EDISON	320 COMANCHE CIR	18.71
70-10-56160	FUEL FOR BUILDING/PROPANE	NICOR GAS	807 W BRINK ST	42.11
70-10-56160	FUEL FOR BUILDING/PROPANE	NICOR GAS	807 W BRINK ST SLEDGE BLDG	730.35
70-10-56160	FUEL FOR BUILDING/PROPANE	NICOR GAS	633 COUNTRY BROOK LN	44.53
70-10-56160	FUEL FOR BUILDING/PROPANE	NICOR GAS	808 E BROWN ST	231.28
70-10-56160	FUEL FOR BUILDING/PROPANE	NICOR GAS	1000 FOREST DOWNS	2.09
70-10-56160	FUEL FOR BUILDING/PROPANE	NICOR GAS	1500 WILLOW LN	46.15
70-10-56160	FUEL FOR BUILDING/PROPANE	NICOR GAS	807 W BRINK ST	374.28
70-10-56160	FUEL FOR BUILDING/PROPANE	NICOR GAS	801 W BRINK ST	1,126.23
70-10-56170	GAS/OIL/GREASE	KELLEY WILLIAMSON COMPANY	MOBILUX EP 1	401.02
70-10-56170	GAS/OIL/GREASE	POWER LUBE INDUSTRIAL, LLC	RK-240 HPS W/MOBILITH SHC 460 (RED)	575.69
70-10-56170	GAS/OIL/GREASE	ACE HARDWARE OF HARVARD	SUPPLIES	6.59

GL NUMBER	INVOICE LINE DESCRIPTION	VENDOR	INVOICE DESCRIPTION	AMOUNT
70-10-56170	GAS/OIL/GREASE	KELLEY WILLIAMSON COMPANY	MOB SHC 630	612.10
70-10-56170	GAS/OIL/GREASE	WEX BANK	FLEET FUEL	384.70
70-10-56290	CHEMICALS	HACH COMPANY	WWTP CHEMICALS	2,348.34
70-10-56290	CHEMICALS	HACH COMPANY	KIT,ADAPTER SET 4PC	107.65
70-10-56290	CHEMICALS	USA BLUE BOOK	WWTP-SULFURIC ACID	104.64
70-10-56290	CHEMICALS	VIKING CHEMICAL COMPANY	CHLORINE/HYDROFLUOSILICIC ACID	1,056.50
70-10-56290	CHEMICALS	VIKING CHEMICAL COMPANY	WELL #9, WELL #6, CREDIT RETURNS	1,611.00
70-10-57020	MISCELLANEOUS	ILLINOIS CITY/CO MANAGEMENT ASSO	JOB AD-PUBLIC UTILITIES	50.00
70-10-57020	MISCELLANEOUS	ACE HARDWARE OF HARVARD	SUPPLIES	40.07
70-10-57020	MISCELLANEOUS	ILLINOIS MUNICIPAL LEAGUE	30 DAY WWTP PERSONNEL AD	35.00
		Total For Dept 10 WASTEWATER		40,757.18
Dept 11 UTILITIES				
70-11-54790	UNIFORMS	CINTAS LOC 19#M	SW/UT UNIFORMS	151.04
70-11-55130	VEHICLE/EQUIP MAINT	BOTTS WELDING AND TRUCK SERV	REPLACE REAR BOX MOUNTS	7,149.38
70-11-55130	VEHICLE/EQUIP MAINT	RUBBER INC	LUBE	68.27
70-11-55130	VEHICLE/EQUIP MAINT	EDS AUTOMOTIVE	TRUCK SAFETY TEST 2 AXLES	40.00
70-11-55130	VEHICLE/EQUIP MAINT	LAKESIDE INTERNATIONAL TRUCKS	TRUCK PARTS	778.91
70-11-55130	VEHICLE/EQUIP MAINT	OREILLY AUTOMOTIVE, INC	SUPPLIES	216.94
70-11-55130	VEHICLE/EQUIP MAINT	TERMINAL SUPPLY CO	LIGHTING	298.80
70-11-55130	VEHICLE/EQUIP MAINT	TERMINAL SUPPLY CO	SUPPLIES	340.74
70-11-55130	VEHICLE/EQUIP MAINT	WHOLESALE DIRECT INC.	LIGHTING	660.06
70-11-55130	VEHICLE/EQUIP MAINT	WINZER	HARDWARE	626.46
70-11-55200	STORM SEWER MAINTENANCE	MAJESTIC ASPHALT AND SNOW SERV	AYER MAIN BREAK REPAIR	8,500.00
70-11-55200	STORM SEWER MAINTENANCE	CONSOLIDATED MATERIALS	STONE FOR SHOP 67.28 TONS	605.91
70-11-55210	SAN SEWER MAINT	MAJESTIC ASPHALT AND SNOW SERV	AYER MAIN BREAK REPAIR	1,827.50
70-11-55210	SAN SEWER MAINT	MENARDS	TREATED WOOD/TREATED PLYWOOD	68.05
70-11-55210	SAN SEWER MAINT	STANDARD EQUIPMENT COMPANY	WGR SWITCHER	4,571.00
70-11-55210	SAN SEWER MAINT	VALLEY AGGREGATES LTD	SPOILS DUMP	525.00
70-11-55321	WATER MAIN MAINT	MAJESTIC ASPHALT AND SNOW SERV	AYER MAIN BREAK REPAIR	14,913.00
70-11-55321	WATER MAIN MAINT	CORE & MAIN	VALE BOX RISER	1,261.99
70-11-55321	WATER MAIN MAINT	CORE & MAIN	VALVE BOX	320.00
70-11-55321	WATER MAIN MAINT	CORE & MAIN	HYD EXT	112.66
70-11-55321	WATER MAIN MAINT	CORE & MAIN	6 VALVE BOX RISER	270.30

GL NUMBER	INVOICE LINE DESCRIPTON	VENDOR	INVOICE DESCRIPTION	AMOUNT
70-11-55321	WATER MAIN MAINT	CORE & MAIN	MAIN REPAIR SUPPLIES	1,507.33
70-11-55321	WATER MAIN MAINT	CORE & MAIN	METERS	2,467.72
70-11-55321	WATER MAIN MAINT	CORE & MAIN	MAIN REPAIR SLIP	205.97
70-11-55321	WATER MAIN MAINT	GRAINGER	CHARGER	142.81
70-11-56050	SUPPLIES/MATERIALS	MENARDS	SUPPLIES	691.34
70-11-56140	TELEPHONE/CELL PHONES	TMOBILE	UT/SW MONTHLY CELL PHONE USE	50.88
70-11-56170	GAS/OIL/GREASE	WEX BANK	FLEET FUEL	1,340.23
70-11-57020	MISCELLANEOUS	DEANNA LOUGHRAN	REFUND FOR OVERPAYMENT ON WATER BILL	102.29
70-11-57020	MISCELLANEOUS	ENVIRONMENTAL PRODUCTS & ACCESS	PRESSURE GAUGE,TRUCK HOSE,SUPPLIES	1,053.41
70-11-57020	MISCELLANEOUS	GRAINGER	BATTERY CHARGER	306.02
70-11-57020	MISCELLANEOUS	GRAINGER	SUPPLIES	2,804.75
70-11-57020	MISCELLANEOUS	MENARDS	SUPPLIES	425.55
70-11-58000	NEW EQUIP/INFRASTR	CORE & MAIN	NEW MXU'S	8,592.88
70-11-59000	PRINCIPAL PAYMENTS	AMALGAMATED BANK OF CHICAGO	BOND SERIES 2016A	3,967.50
70-11-59010	INTEREST PAYMENTS	AMALGAMATED BANK OF CHICAGO	BOND SERIES 2016A	115,000.00
		Total For Dept 11 UTILITIES		181,964.69
		Total For Fund 70 WATER SEWER		222,721.87
Fund 88 IND PARK TIF #2				
88-00-57020	MISCELLANEOUS	AMALGAMATED BANK OF CHICAGO	BOND REGISTRAR AND PAYING AGENT	475.00
		Total For Fund 88 IND PARK TIF #2		475.00
		Fund Totals:		
			Fund 01 GENERAL	116,358.89
			Fund 03 LIBRARY FUND	12,869.97
			Fund 04 PARK FUND	13,786.10
			Fund 14 MOTOR FUEL TAX	434,212.95
			Fund 16 POLICE WELFARE	1,386.25
			Fund 18 INSURANCE FUND	15,149.34
			Fund 70 WATER SEWER FUND	222,721.87
			Fund 88 INDUSTRIAL PARK TIF #2	475.00
			Total For All Funds:	816,960.37

Recd Date: 3/27/24
 Recd From: SBC Business
 Amt Recd: \$1,400
 Pmt Type: Cash / CK / MO / CC
 CK/MO Number: #3688
 \$10,000 #3689

CITY OF HARVARD
LIQUOR & TOBACCO LICENSE APPLICATION
FISCAL YEAR 2024/2025

TOTAL LICENSE FEE: Liquor License \$1,300; Tobacco License \$100 TOTAL \$1,400.00

Liquor: Class A Liquor License - \$1,300.00
 (See Section 25.06 for License Classifications/Fees)

Saturday Extended Hrs. Fee \$1,000 Sunday Extended Hrs. Fee \$1,000
 Non-refundable Application Fee \$500 One Time License Fee \$10,000
 Beer Garden Certificate Fee \$400 Video Gaming/\$25 ea. machine
 Tobacco \$100
 Counter Vending

State License Number & Expiration Date	Current City of Harvard License #		
	23/24L-17 23/24T-07		
Business Name	Business Phone		
SBC Business Inc.	630 479-0035		
Business Address	City	State	Zip
301 N. Division St.	Harvard	IL	60033
Provide statement as to nature and character of advertising done or proposed in order to attract customers.			

Owner's Legal Name	Home Address	City	State	Zip
Saji T. Malithuruthel	526 N. Willow Rd.	Elmhurst	IL	60126
Social Security No.		Driver's License or State ID No.		
Date of Birth	Place of Birth	Citizenship		
05/26/1973	India	<input checked="" type="checkbox"/> U.S. Citizen <input type="checkbox"/> Naturalized Citizen*		
*If Naturalized Citizen, MUST attach a copy of Certificate of Naturalization				
Home Phone	Cell Phone	Primary E-Mail		
630 501-1496	630 479-0035	malithuruthel@yahoo.com		
Have you ever been convicted of a criminal offense or local ordinance?				
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
If yes, describe offense and penalties assessed:				
Previous Business Names and Addresses:				
Rockford BP, 320 N. Mulford Rd., Rockford, IL				

Corporation or Limited Partnership Name SBC Business, Inc.		Sole Proprietorship (Assumed Name)		
Date of Incorporation 06/11/2018 (MUST attach Articles of Incorporation)		If Sole Proprietorship, MUST attach copy of Assumed Name Publication Notice with McHenry County Clerk and Certificate of Publication		
DBA Name		Lil Corner Store		
EIN 83-0873757		Illinois Business Tax No./Expiration Date 4287-5757		
Corporation Address 301 N. Division St.		City Harvard	State IL	Zip 60033

Name & Address of Other State or Local Licensed Premises: N/A
Has any previous license by the City or any jurisdiction ever been suspended or revoked? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

RESIDENT MANAGER

Legal Name Saji T. Malithuruthel		Home Address 526 N. Willow Rd.		City Elmhurst	State IL	Zip 60126
Social Security No.		Date of Birth 05/26/1973		Driver's License or State ID No.		
Home Phone 630 501-1496	Work Phone 630 479-0035	Cell Phone 630 479-0035		Primary E-Mail malithuruthel@yahoo.com		

RIGHTS TO THE PROPERTY						
<input checked="" type="checkbox"/> I hereby certify that property is owned by applicant <input checked="" type="checkbox"/> I hereby certify that property is leased from landlord <input type="checkbox"/> I hereby certify that property is managed via an operating or management agreement						
Landlord Name George Ambat <i>CYRIAC CHANDY</i>		Address 301 N. Division St.		City Harvard	State IL	Zip 60033
Home Phone	Work Phone 815 943-4126	Cell Phone 647 912-9904		Primary E-Mail georgeambat2@yahoo.com		

630 673 3382 cyehandy@yahoo.com

CERTIFICATE OF INSURANCE

Applicant must provide a Certificate of Insurance showing liquor and general liability pursuant to the requirements in Section 25.10 of the Harvard Municipal Code.

CORPORATE OFFICERS

Legal Name Saji T Malithuruthel		Home Address 526 N. Willow Rd.	City Elmhurst	State IL	Zip 60126
Social Security No.		Date of Birth 05/26/1973	Driver's License or State ID No.		
Home Phone 630 501-1496	Work Phone	Cell Phone 630 479-0035	Primary E-Mail malithuruthel@yahoo.com		

Legal Name		Home Address	City	State	Zip
Social Security No.		Date of Birth	Driver's License or State ID No.		
Home Phone	Work Phone	Cell Phone	Primary E-Mail		

Legal Name		Home Address	City	State	Zip
Social Security No.		Date of Birth	Driver's License or State ID No.		
Home Phone	Work Phone	Cell Phone	Primary E-Mail		

Legal Name		Home Address	City	State	Zip
Social Security No.		Date of Birth	Driver's License or State ID No.		
Home Phone	Work Phone	Cell Phone	Primary E-Mail		

Has any of the information on this application changed from last year?

Yes No

If yes, please indicate which section(s) (i.e. corporate officers, resident manager, etc.)

Rights to the property

SIGNATAURE/TITLE/DATE

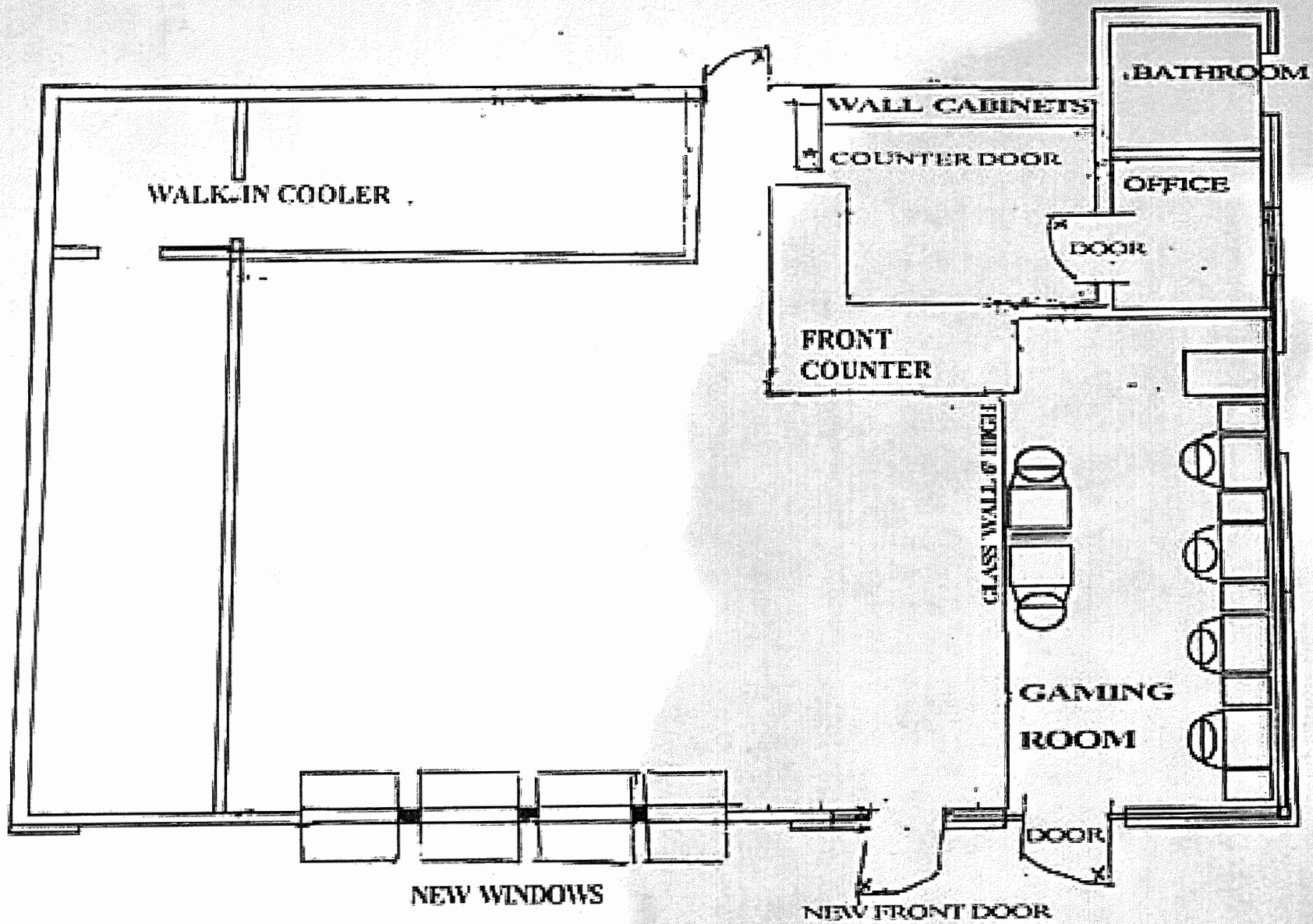
I, the undersigned applicant or authorized agent thereof, swear or affirm that: the matters stated in the foregoing application are true and correct. They are made upon my personal knowledge and information; they are made for the purpose of requesting the City of Harvard to issue the license herein applied for; the applicant is qualified and eligible to obtain the license applied for; and the applicant will not violate any of the laws of the City of Harvard, the United States of America, or the State of Illinois, in particular Chapter 25, Alcoholic Liquor Dealers, of the City of Harvard Municipal Code Book.

Further, I agree to notify the City of Harvard within 30 working days of changes in any of the above information.


Signature of Applicant

manager
Title/Position

03/25/2024
Date



Recd Date: 4/11/24
Recd From: Mr Split Ramz
Amt Recd: \$500 -
Pay Type: Cash / CR / MO / CC
CR/MO Number: #1001

CITY OF HARVARD
ICE CREAM VEHICLE LICENSE APPLICATION

Calendar Year License Fee \$500

Name Edgar D Ramirez Mercado Business Name Mr. Split Ramz^{LLC} Ice Cream Truck
Address 602 Dewey St Address 602 Dewey St
Harvard IL 60033 Harvard, IL 60033
Telephone # (224) 829-4333 Telephone # (224) 829-4333
Primary e-mail edgarramirez.5@hotmail.com Primary e-mail flores77yvan@ gmail.com
Length of time at address 1 yr. Length of time at address _____

If less than 2 years at above address, list previous residence/business address

1305 Northfield #1B Harvard, IL 60033

Applicant Information:

Date of Birth 5/12/1976 Social Security # _____
Driver's License # _____ or State Issued ID Card # _____
Height 5'4 Weight 155 Color Eyes Brown Color Hair Black Gender Male Female
List following information for Ice Cream Vehicle to be operated under the license:
Make/Model Chevrolet Van VIN # CPT2593316020 License Plate # 3407082B

* Complete attached sheet for any additional drivers.

Name and address of person, firm, corporation or association whom applicant is employed by or represents and length of time in employment.

Name Dalco Length of Time Employed 13 yrs.
Address 857 Walworth Ave Illinois Sales Tax # 4483-9286
Walworth, WI 53184

If different, list name and address of employers during previous two years.

Name _____	Name _____
Address _____	Address _____
Length of Time Employed _____	Length of Time Employed _____

Description of goods and services: <i>packaged ice cream</i>	
Have you previously submitted an application to the City for a similar license? If yes, when and disposition of same:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Has a previous Ice Cream Vehicle License issued by the City or any jurisdiction ever been revoked?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Have you ever been convicted of any provision of the City's Ice Cream Ordinance or any statute or ordinance of any jurisdiction regulating Ice Cream Vehicles? If yes, date and place of conviction:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Have you ever been convicted of a felony or any crime involving moral turpitude under the laws of any jurisdiction?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

I, the undersigned applicant or authorized agent thereof, swear or affirm that: the matters stated in the foregoing application are true and correct. They are made upon my personal knowledge and information; they are made for the purpose of requesting the City of Harvard to issue the license herein applied for; the applicant is qualified and eligible to obtain the license applied for; and the applicant will not violate any of the laws of the City of Harvard, the United States of America, or the State of Illinois, in particular Chapter 22.13, Ice Cream Vehicles, of the City of Harvard Municipal Code Book. I have never been convicted of a felony and am not disqualified to receive a license by reason of any matter or thing contained in Section 22.13, Ice Cream Vehicles, the laws of the state or the ordinances of the City. I hereby authorize the City of Harvard to conduct a background check.

Further, I agree to notify the City of Harvard within 30 working days of changes in any of the above information.

Edgar Ramirez
Signature of Applicant

1. Applicant shall furnish a list of Ice Cream Vehicle Drivers with personal information (see attached);
2. Applicant shall furnish a certificate of safety certifying that each Ice Cream Vehicle is in a safe mechanical condition and is equipped with proper brakes, lights, tires, horn, muffler, rear vision mirror and windshield wipers in good condition;
3. Applicant shall furnish copies of all required McHenry County and State of Illinois health department permits;
4. Applicant must provide a Certificate of Insurance with the City of Harvard as an additional insured party with minimum limits of \$1,000,000 individually and in the aggregate.

COMPLETE FOR EACH ADDITIONAL DRIVER/VEHICLE

Applicant Information:

Date of Birth _____ Social Security # _____

Driver's License # _____ or State Issued ID Card # _____

Height _____ Weight _____ Color Eyes _____ Color Hair _____ Gender Male Female

List following information for Ice Cream Vehicle to be operated under the license:

Make/Model _____ VIN # _____ License Plate # _____

I, the undersigned applicant or authorized agent thereof, swear or affirm that: the matters stated in the foregoing application are true and correct. They are made upon my personal knowledge and information; they are made for the purpose of requesting the City of Harvard to issue the license herein applied for; the applicant is qualified and eligible to obtain the license applied for; and the applicant will not violate any of the laws of the City of Harvard, the United States of America, or the State of Illinois, in particular Chapter 22.13, Ice Cream Vehicles, of the City of Harvard Municipal Code Book. I have never been convicted of a felony and am not disqualified to receive a license by reason of any matter or thing contained in Section 22.13, Ice Cream Vehicles, the laws of the state or the ordinances of the City. I hereby authorize the City of Harvard to conduct a background check.

Further, I agree to notify the City of Harvard within 30 working days of changes in any of the above information.

Edgar Ramirez

Signature of Applicant (Driver)

Taxpayer Notification

Electronic Filing



April 20, 2023



Letter ID: CNXXXX812227921

Account ID: 4483-9286

#BWNKMGV
#CNXX XX81 2222 7921#
MR. SPLIT RAMZ LLC
602 DEWEY ST
HARVARD IL 60033-3208

~~Electronic filing effective: May 1, 2023~~

~~Filing frequency: Monthly~~

File your return electronically! Its fast, easy, convenient, and free!

File your return electronically through MyTax Illinois, an online account management program designed as a centralized location for taxpayers to file returns, make payments and manage their accounts. For more information about using MyTax Illinois, visit our website at tax.illinois.gov.

We encourage you to take advantage of our electronic filing programs. Review specific information on our website to determine the best option for you:

- MyTax Illinois - over the Internet at mytax.illinois.gov - includes the ST-1 **and** all other sales tax forms!
- Tax-Prep Software - electronically send sales tax returns directly to us.

If your business is a **liquor store, tavern, or a restaurant that sells alcohol**, you **must** file your Form ST-1 electronically. You may use MyTax Illinois or Tax-Prep Software.

We have included the effective date for which you qualify to electronically file at the top of this letter.

Your tax return is due each month unless we notify you differently. Monthly returns cover the previous month's reporting period and are due on or before the 20th day of the month following the end of the reporting period. For example, your November return is due on or before December 20. You must file a return each month, even if no tax is due. Due dates that fall on Saturdays, Sundays, and State of Illinois holidays are moved to the next business day.

~~MyTax Illinois can be used to file and pay your ART-1, CMFT-1, LA-1, LSE-1, MMFT-1, PST-1, ST-4, ST-8, ST-14, ST-70, ST-201, ST-556, and ST-556-LSE returns using the same login you set up for your ST-1 filings.~~

If you are interested in using Tax-Prep Software, visit our website for a list of software vendors whose software has been approved to use for filing by this electronic method. You may file your own return or have it filed for you. Whoever files your return must submit Form IL-8633-B, Business Electronic Filing Enrollment, and select an electronic signature code. If you prefer, you may write your own software (following our specifications) and file directly with us. We require you to test your software with us before filing a return.

We will not send you preprinted returns. If you have questions, visit our website at tax.illinois.gov or call us weekdays between 8:00 a.m. and 4:30 p.m. at the telephone number below.

**CENTRAL REGISTRATION DIVISION
ILLINOIS DEPARTMENT OF REVENUE
PO BOX 19030
SPRINGFIELD IL 62794-9030**

217 785-3707



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 Development Director

CC: Lou Leone, City Administrator

Date: April 23, 2024

RE: Developer Agreement with Foxtail Properties for the Construction of Single-family Homes

Purpose and Action Requested

Staff is seeking City Council's consideration to renew the Development Agreement between the City of Harvard and Foxtail Properties.

Background/Discussion

In August of 2023, Harvard entered into an agreement with Foxtail Properties to reduce building permit fees to \$4,200.00 per home if four (4) single-family homes were constructed within a two-year period. Foxtail Properties met their obligation to construct the homes within the required timeframe. At that time, Foxtail properties were informed the next agreement would include an increase in the permit fees.

Foxtail Properties continues to experience a growing demand for their product, and desire to enter into another agreement with the City where Foxtail Properties agrees to construct five (5) single-family homes within a two-year period at a cost of \$6,600.00 per home. Connection fees for water and sewer will be paid out of the \$6,600.00. Without the reduction in permit fees, the permit fee would be \$8,237.70.

Recommendation

Staff recommends City Council approve the attached Agreement with Foxtail Properties.

Attachment

- 1) Agreement

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

TIMOTHY J. CLIFTON
telifton@zrfmlaw.com

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

April 16, 2024

BY EMAIL, Foxtailproperties19@gmail.com:

James and Michelle Platt
Foxtail Properties
605 E. Blaine Street
Harvard, IL 60033

Re: Letter Agreement on Building Permits

Dear Michelle:

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.

Foxtail Properties (hereinafter "Foxtail") will develop five (5) residential properties within the boundaries of the City of Harvard within two years from the date of the signatures below. In exchange for Foxtail's development of five (5) residential properties within the next two years, the City has agreed to reduce the building permit fee for each residence to \$6,600.00 for a total for all five (5) of \$33,000.00.

Foxtail will comply with all other City rules and regulations. Additionally, at least twenty-four (24) hour notice is required for all building inspection requests. This Agreement is not assignable to anyone and is intended solely for the benefit of the City and Foxtail Properties.

In the event Foxtail does not develop five (5) properties within the two year period, Foxtail will then owe the full price on the building permits that were ultimately issued. For illustration purposes only, if Foxtail only develops three properties, then Foxtail owes the City the difference between what Foxtail paid for the permit fees (\$6,600 x 3) and what Foxtail 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

Michelle Platt
April 16, 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

Foxtail Properties

City of Harvard

By: _____
Its: _____

Mayor Kelly



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 Development Director

CC: Lou Leone, City Administrator

Date: April 23, 2024

RE: Developer Agreement with Habitat for Humanity to Waive Impact Fees

Purpose and Action Requested

Staff is seeking City Council's consideration to enter into a Development Agreement between the City of Harvard and Habitat for Humanity of McHenry County.

Background/Discussion

Habitat for Humanity of McHenry County has two (2) homes currently under construction in the Autumn Glen subdivision, and has submitted building plans for two (2) additional homes. Jerry Monica, President and CEO for Habitat, has requested the city to waive impact fees for any future homes they construct in Harvard. Mr. Monica stated the city previously waived impact fees when they constructed a home on Sage Ln., but failed to request a waiver of impact fees for the two (2) currently under construction.

Recommendation

Staff recommends City Council approve the attached Agreement with Habitat for Humanity to waive impact fees for any future homes they construct in Harvard.

Attachment

- 1) Agreement

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

TIMOTHY J. CLIFTON
tclifton@zrfmlaw.com

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

April 18, 2024

Habitat for Humanity

Re: Letter Agreement on Impact Fees

Dear

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.

Habitat for Humanity (hereinafter "Habitat") will develop residential properties within the boundaries of the City of Harvard within three years from the date of the signatures below. In exchange for Habitat's development of these residential properties within the next three years, the City has agreed to waive the impact fees based on the benefit to the community of affordable housing. If at the expiration of this three year period, Habitat desires to develop further residential properties, Habitat may request a further waiver at that time.

Habitat will comply with all other City rules and regulations. Additionally, at least twenty-four (24) hour notice is required for all building inspection requests. This Agreement is not assignable to anyone and is intended solely for the benefit of the City and Habitat.

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

Habitat for Humanity

City of Harvard

By: _____
Its: _____

Mayor Kelly

DEPARTMENT OF PUBLIC WORKS

900 W. BRINK STREET
HARVARD, IL 60033



To: Mayor and City Council

From: Rob Lamz, Superintendent of Public Works

Date: April 17, 2024

Re: Leaking Underground Storage Tank Removal and Decommissioning

Recently Public Works Staff was removing broken concrete slabs in preparation of street repairs on N. Johnson Street near Brainard Street and discovered piping beneath the slabs. Staff hydroexcavated around the piping, leading down to riveted tank ports and what seemed to be an underground oil tank. Staff reached out to the Office of the State Fire Marshal (OSFM) for consultation and advice.

During the discussion with the OSFM, it was determined that we discovered not one, but two underground storage tanks (UST's), and that they would have to be removed. This responsibility falls upon the City as they are underneath City right of way. The OSFM inspector believes that the tanks predate 1920 based upon the rivets on the vent/fill ports, and the condition of the tanks. The tanks are roughly 12-15' long, and about 40" in diameter, equaling somewhere around 750 gallons each. These tanks are most likely a remnant from previous tenants of the 110 E. Brainard building (Now Pet Paradise, formerly Napa, formerly the Implement Dealer...). The tanks are assumed heating oil or used oil tanks, used oil being the more expensive one to remediate as the contents can be unknown. The southern tank presents as full with oil near the fill (and near perforations from age) while the northern tank is only about 1/3 filled.

In order to remediate and remove these tanks we have to employ an environmental contractor as well as a licensed OSFM LUST decommissioner and have a representative from the OSFM themselves there. I did reach out to a few companies for environmental consulting and LUST decommissioning, finding that Dynamic Environmental Services out of Bartlett, IL and Stiles Incorporated out of Loves Park, IL being the most competitive quotes. The initial estimate for the environmental services is \$5,525 and decommissioning at about \$7,650 plus a per gallon disposal charge, this is all based upon known or assumed information, and costs may increase based upon findings. According to the OSFM, these tanks do not qualify for LUST funding because they appear to predate 1974.

This in mind, I would like to request consideration from the City Council to expend these funds, not to exceed \$25,000, out of the American Rescue Plan Act (ARPA) funding to remediate this issue and close out this project. The 2022 Final Rule from the US Department of Treasury States that a qualifying expenditure of additional eligible projects can be "Infrastructure to improve access to safe drinking water for individuals served by residential wells, including testing initiatives, and *treatment/remediation strategies that address contamination*"

There may be other funding resources available and will be researched in conjunction with the project. Should other funding be available through grants or rebates, staff will attempt to secure those in order to reserve City funding.

ATTACHMENTS:

- Quote from Dynamic Environmental Services
- Quote from Huff and Huff
- Quote from Stiles, Inc
- Quote from Crystal Clean
- Quote from K-Plus Mechanical



April 12, 2024

Mr. Rob Lamz
Superintendent of Public Works
City of Harvard
900 W. Brink Street
Harvard, Illinois 60033

Delivered Via Electronic Mail

RE: OFFICE OF THE ILLINOIS STATE FIRE MARSHAL (OSFM) UNDERGROUND STORAGE TANK (UST) SITE ASSESSMENT SOIL TESTING AND REPORTING FOR THE COMMERCIAL PROPERTY LOCATED AT 110 EAST BRAINARD, HARVARD, ILLINOIS 60033.

DYNAMIC ENVIRONMENTAL SERVICES PROPOSAL #04-12-2024.

Dear Ms. Lamz:

DYNAMIC ENVIRONMENTAL SERVICES (DES) respectfully submits this proposal for an OSFM UST Site Assessment for 110 East Brainard in Harvard, Illinois 60033. Our proposed site assessment is designed to provide environmental field oversight and investigation of the subsurface soils surrounding the Underground Storage Tanks (USTs) following the removal of the two (2) estimated 750-gallon heating oil and used oil USTs. The USTs are assumed to be last used prior to 1974 and therefore will not be eligible for Leaking Underground Storage Tank reimbursement funding. It is the understanding of DES that this site assessment has been required by the OSFM in accordance with current regulations. Permitted commercial removals in the State of Illinois require Site Investigation laboratory testing and submittal of an online site assessment report to the OSFM.

The proposed work will be conducted in general accordance with Title 41, Subpart C, Part 176.330, and 35 Illinois Administrative Code (IAC) 734.210{h}. The following presents our recommended scope of work and cost proposal:

FIELD ACTIVITIES

Dynamic Environmental Services will perform the work tasks using standard sampling guidelines and proper decontamination protocol. The following work tasks are proposed:

- DES will coordinate with the chosen UST removal contractor to be on site to document the UST removal to the extent required to satisfy the OSFM requirements.
- DES will collect an estimated eight (8) soil samples along the walls and floor of the UST cavity (per the OSFM / IEPA regulations). If additional piping is found, or the tanks are larger than estimated, additional sampling may be required under separate proposal.

**DYNAMIC ENVIRONMENTAL SERVICES ♦ 216 WESTRIDGE BOULEVARD ♦ BARTLETT, ILLINOIS 60103
630-779-9950 / DYNAMICENVSERVICES.COM**

- Field screening of the soil samples collected for the presence of volatile hydrocarbon vapors will be done using a field portable photoionization detector (PID).
- Soil samples will be tested for Benzene, Toluene, Ethyl Benzene, Xylenes (BTEX) and Poly Nuclear Aromatic hydrocarbons (PNA's), the Illinois Environmental Protection Agency (IEPA) / OSFM required indicator parameters for heating oil and baseline parameters for used oil.
- If it is determined that one (1) of the USTs is used oil (as suspected), upon removal one (1) sample must be analyzed for Leaking UST Priority Pollutant testing. The results of the Priority Pollutant sample will determine if additional testing will be required. If additional tests are required then DES will present an addendum of costs to the City of Harvard for the additional testing.
- If it is determined that both USTs are heating oil or fuel oil a LUST Priority Pollutant sample will not be required and the sample will be analyzed only for the BTEX/PNA parameters.

SITE ASSESSMENT REPORT

Upon completion of the fieldwork, Dynamic Environmental Services will prepare and submit the Site Assessment Report form to the OSFM online. Pursuant to Title 41, Subpart C, Part 176.330(d), in the event that the results of the fieldwork and/or laboratory sampling data indicate evidence of site contamination, the owner shall immediately notify the Illinois Emergency Management Agency (IEMA), as required by Section 176.320.

Dynamic Environmental Services will discuss the results of the assessment with you in detail when we have them. The OSFM will not approve a Site Assessment without an incident number if contamination is encountered.

Pursuant to Title 41, Subpart C, Part 176.330(e), the Site Assessment Report form submittal documentation should be kept at the site and made available for inspection by the OSFM.

COST PROPOSAL

Dynamic Environmental Services will complete the proposed scope of work, as detailed in this Proposal, for a fee of **Five Thousand Five Hundred & Twenty-Five Dollars (\$5,525.00)**.

Analytical Costs - \$2,625.00 (seven (7) samples for BTEX/PNA testing)

Analytical Costs - \$1,200.00 (LUST Priority Pollutant testing)

Consultant Field Oversight & Materials Costs, Site Assessment Submittal - \$1,700.00
(includes Pre-74 filing and IEMA notification)

TERMS OF CONTRACT

We will commence work on this project once we receive a signed copy of this proposal, which will serve as our professional services agreement for this scope of work. Dynamic Environmental Services is to be granted reasonable access to the property by the Client.

The project balance will be payable in full prior to the submittal of the Site Assessment Report form to the OSFM. Please make the check payable to Dynamic Environmental Services. We will present you with the invoice when we receive the laboratory reports.

Invoices remaining unpaid beyond 30-days shall accrue a service charge of five (5%) percent of the unpaid compounded balance per month. In the event of any liens, suits, or other collection actions, the Client shall pay Dynamic Environmental Services, in addition to the principal balance and interest as stated, all attorney's fees, court costs and other costs of collection deemed necessary by Dynamic Environmental Services. Dynamic Environmental Services reserves the right to choose the venue for litigation.

Dynamic Environmental Services looks forward to providing environmental consulting services to you. Should you have any questions, please call me at (630) 779-9950.

Sincerely,

DYNAMIC ENVIRONMENTAL SERVICES

Kyle R. Webb

Kyle R. Webb, P.G.
Licensed Professional Geologist

Proposal #04-12-2024 consisting of three (3) pages accepted and terms agreed by:

NAME	SIGNATURE	DATE
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TERMS AND CONDITIONS FOR PROFESSIONAL SERVICES

© 2023 by Huff & Huff, Inc., a Subsidiary of GZA GeoEnvironmental, Inc.

Client ("You"): City of Harvard Public Works Dept
Proposal No: 81.P015002.25
Site: 110 E. Brainard St, Harvard, IL

These Terms and Conditions, together with Huff & Huff, Inc.'s (H&H's) Proposal, make up the Agreement between H&H and you, Client, named above.

BEFORE SIGNING THE PROPOSAL, BE SURE YOU READ AND UNDERSTAND THE PARAGRAPHS ENTITLED "INDEMNIFICATION" AND "LIMITATION OF REMEDIES" WHICH DEAL WITH THE ALLOCATION OF RISK BETWEEN YOU AND H&H.

1. **Services.** H&H will perform the services set forth in its Proposal and any amendments or change orders authorized by you (the "Services"). Any request or direction from you that would require extra work or additional time for performance or would result in an increase in H&H's costs will be the subject of a negotiated amendment or change order.
2. **Standard of Care; Warranties**
 - a. H&H will perform professional Services with the degree of skill and care ordinarily exercised by qualified professionals performing the same type of services at the same time under similar conditions in the same or similar locality.
 - c. **EXCEPT AS SET FORTH IN SUBSECTIONS 2a ABOVE, NO WARRANTY, EXPRESS OR IMPLIED, INCLUDING WARRANTY OF MARKETABILITY OR FITNESS FOR A PARTICULAR PURPOSE, IS MADE OR INTENDED BY H&H'S PROPOSAL OR BY ANY OF H&H'S ORAL OR WRITTEN REPORTS.**
 - d. H&H assigns to you any manufacturers' warranties of equipment or materials purchased from others, to the extent they are assignable, and your sole recourse will be against the manufacturer. Full risk of loss of materials and equipment will pass to you upon delivery to the Site, and you will be responsible for insuring and otherwise protecting them against theft and damage.
3. **Payment.**
 - a. Except as otherwise stated in the Proposal, you will compensate H&H for the Services at the rates set forth in the applicable proposal, amendment or change order; reimburse its expenses, which will include a communication fee calculated as a percentage of labor invoiced; and pay any sales or similar taxes thereon.
 - b. Any retainer specified in H&H's Proposal shall be due prior to the start of Services and will be applied to the final invoice for Services.
 - c. H&H will submit invoices periodically, and payment will be due within 20 days from invoice date. Overdue payments will bear interest at 1½ percent per month or, if lower, the maximum lawful rate. H&H may terminate the Services upon 10 days' written notice anytime your payment is overdue on this or any other project and you will pay for all Services through termination, plus termination costs. You will reimburse H&H's costs of collecting overdue invoices, including reasonable attorneys' fees (including costs for time expended by in-house counsel, which will be charged to you at the prevailing market rate for attorneys of similar experience practicing in the jurisdiction).
4. **Your Responsibilities.**
 - a. Except as otherwise agreed in writing, you will secure the access agreements, approvals, permits, licenses and consents necessary for performance of the Services. If you are the owner or operator of the Site, you will provide H&H with all documents, plans, information concerning underground structures (including but not limited to utilities, conduits, pipes, and tanks), information related to hazardous materials or other environmental or geotechnical conditions at the Site (including, if applicable, asbestos containing materials ["ACM"]) and other information that may be pertinent to the Services or, if you are not the owner or operator of the Site, you agree to make reasonable efforts to obtain these same documents and provide them to H&H. Unless otherwise indicated in writing, H&H will be entitled to rely on documents and information you provide.
 - b. If you use the services of a contractor or construction manager at the Site, you agree to use best and reasonable efforts to include in your agreement(s) with the construction contractor provisions obligating the latter:
 - (i) to defend, indemnify and hold harmless, to the fullest extent permitted by law, you and H&H and its officers, directors, members, partners, agents, employees, and subconsultants (the "H&H Indemnitees"), for or on account of any claims, liabilities, costs and expenses, including attorneys' fees, arising out of or relating to the design or implementation of construction means, methods, procedures, techniques, and sequences of construction, including safety precautions or programs, of the contractor, or any of its subcontractors or any engineer engaged by it;
 - (ii) to name you and H&H as additional insureds under general liability and builder's risk insurance coverages maintained by the contractor, or any of its subcontractors, and to ensure that such policies are primary and noncontributory with regard to the above indemnity obligations; and
 - (iii) to require that all of its subcontractors agree and be bound to the obligations set forth in (i) and (ii) above.
 - c. In the event that you are unable to secure such provisions in the agreement(s) with the construction contractor, you shall promptly (but in any event prior to the commencement of the Services) notify H&H and H&H shall have the opportunity to negotiate with you reasonable substitute risk allocation and insurance indemnities and protections.
5. **Right of Entry; Site Restoration.** You grant H&H and its subcontractor(s) permission to enter the Site to perform the Services. If you do not own the Site, you represent and warrant that the owner has granted permission for H&H to enter the Site and perform the Services; you will provide reasonable verification on request; and you will indemnify the H&H Indemnitees for any claims by the Site owner related to alleged trespass by H&H or its subcontractors. Although H&H will exercise reasonable care to limit damage to landscaping, paving, systems and structures at the Site, you acknowledge that some damage may occur even with the exercise of due care and you agree to compensate H&H for any restoration it is asked to perform, unless otherwise indicated in the Proposal.
6. **Underground Facilities.** H&H's only responsibility under this Agreement will be to provide proper notification to the applicable state utility "Call-Before-You-Dig" program. You further agree to assume responsibility for and to defend, indemnify and hold harmless H&H with respect to personal injury and property damage due to interference with subterranean structures including but not limited to utilities, conduits, pipes, and tanks:
 - (i) that are not correctly shown on any plans and information you or governmental authorities provide to H&H; or
 - (ii) that are not correctly marked by the appropriate utility.



7. **Reliance.** The services, information, and other data furnished by you shall be at your expense, and H&H may rely upon all information and data that you furnish, including the accuracy and completeness thereof. You acknowledge that the quality of the Services provided by H&H is directly related to the accuracy and completeness of the information and data that you furnish to H&H. **H&H'S REPORTS ARE PREPARED FOR AND MADE AVAILABLE FOR YOUR SOLE USE. YOU ACKNOWLEDGE AND AGREE THAT USE OF OR RELIANCE UPON THE REPORT OR THE FINDINGS IN THE REPORT BY ANY OTHER PARTY, OR FOR ANY OTHER PROJECT OR PURPOSE, SHALL BE AT YOUR OR SUCH OTHER PARTY'S SOLE RISK AND WITHOUT ANY LIABILITY TO H&H. YOU SHALL INDEMNIFY AND HOLD HARMLESS THE H&H INDEMNITEES FROM ALL CLAIMS, DAMAGES, LOSSES, AND EXPENSES, INCLUDING ATTORNEYS' FEES, ARISING OUT OF OR RESULTING FROM ANY USE, REUSE, OR MODIFICATION OF THE DOCUMENTS WITHOUT WRITTEN VERIFICATION, COMPLETION, OR ADAPTATION BY H&H AND SUCH LIMITED LICENSE TO YOU SHALL NOT CREATE ANY RIGHTS IN THIRD PARTIES.**
8. **Lab Tests and Samples.** H&H is entitled to rely on the results of laboratory tests using generally accepted methodologies. H&H may dispose of samples in accordance with applicable laws 30 days after submitting test results to you unless you request in writing for them to be returned to you or to be held longer, in which case you will compensate H&H for storage and/or shipping beyond 30 days.
9. **H&H Professionals.** H&H employees or consultants may act as licensed, certified or registered professionals (including but not limited to Professional Engineers, Licensed Site or Environmental Professionals, Certified Hazardous Materials Managers, or Certified Industrial Hygienists collectively referred to in this section as "H&H Professionals") whose duties may include the rendering of independent professional opinions. You acknowledge that a federal, state or local agency or other third party may audit the Services of H&H or other contractor/consultant(s), which audit may require additional services, even though H&H and such H&H Professionals have each performed such Services in accordance with the standard of care set forth herein. You agree to compensate H&H for all Services performed in response to such an audit, or to meet additional requirements resulting from such an audit, at the rates set forth in the applicable Proposal, amendment or change order.
10. **Hazardous Materials; H&H "Not a Generator".** Before any hazardous or contaminated materials, including, if applicable, ACMs (the "Wastes") are removed from the Site, you will sign manifests naming you as the generator of the Wastes (or, if you are not the generator, you will arrange for the generator to sign). You will select the treatment or disposal facility to which any Wastes are taken. H&H will not be the generator or owner of, nor will it possess, take title to, or assume legal liability for any Wastes at or removed from the Site. H&H will not have responsibility for or control of the Site or of operations or activities at the Site other than its own. H&H will not undertake, arrange for or control the handling, treatment, storage, removal, shipment, transportation or disposal of any Wastes at or removed from the Site, other than any laboratory samples it collects or tests. You agree to defend, indemnify and hold the H&H Indemnitees harmless for any costs or liability incurred by H&H in defense of or in payment for any legal actions in which it is alleged that H&H is the owner, generator, treater, storer or disposer of any Wastes.
11. **Limits on H&H's Responsibility.** H&H will not be responsible for the acts or omissions of contractors or others at the Site, except for its own subcontractors and employees. H&H will not supervise, direct or assume control over or the authority to stop any contractor's work, nor shall H&H's professional activities nor the presence of H&H or its employees and subcontractors be construed to imply that H&H has authority over or responsibility for the means, methods, techniques, sequences or procedures of construction, for work site health or safety precautions or programs, or for any failure of contractors to comply with contracts, plans, specifications or laws. Any opinions by H&H of probable costs of labor, materials, equipment or services to be furnished by others are strictly estimates and are not a guarantee that actual costs will be consistent with the estimates.
12. **Changed Conditions.**
- a. You recognize the uncertainties related to the Services (including, without limitation, environmental and geotechnical Services), which often require a phased or exploratory approach, with the need for additional Services becoming apparent during the initial Services. You also recognize that actual conditions encountered may vary significantly from those anticipated, that laws and regulations are subject to change, and that the requirements of regulatory authorities are often unpredictable.
 - b. If changed or unanticipated conditions or delays make additional Services necessary or result in additional costs or time for performance, H&H will notify you and the parties will negotiate appropriate changes to the scope of Services, compensation and schedule.
 - c. If no agreement can be reached, H&H will be entitled to terminate the Services and to be equitably compensated for the Services already performed. H&H will not be responsible for delays or failures to perform due to weather, labor disputes, intervention by or inability to get approvals from public authorities, acts or omissions on your part, or any other causes beyond H&H's reasonable control, and you will compensate H&H for any resulting increase in its costs.
13. **Documents and Information.** All documents, data, calculations and work papers prepared or furnished by H&H in instruments of service and will remain H&H's property. Designs, reports, data and other work product delivered to you are for your use only, for the limited purposes disclosed to H&H. Any delayed use, use at another site, use on another project, or use by a third party will be at the user's sole risk, and without any liability to H&H. Any technology, methodology or technical information learned or developed by H&H will remain its property. Provided H&H is not in default under this Agreement, H&H's designs will not be used to complete this project by others, except by written agreement relating to use, liability and compensation.
14. **Electronic Media.** In accepting and utilizing any drawings, reports and data on any form of electronic media generated by H&H, you covenant and agree that all such electronic files are instruments of service of H&H, who shall be deemed the author and shall retain all common law, statutory law and other rights, including copyrights. In the event of conflict between the signed documents prepared by H&H and electronic files, the signed documents shall govern. You agree not to reuse these electronic files, in whole or in part, for any purpose or project other than the project that is the subject of this Agreement. Any transfer of these electronic files to others or reuse or modifications to such files by you without the prior written consent of H&H will be at the user's sole risk and without any liability to H&H.
15. **Confidentiality; Subpoenas.** Information about this Agreement and H&H's Services and information you provide to H&H regarding your business and the Site, other than information available to the public and information acquired from third parties, will be maintained in confidence and will not be disclosed to others without your consent, except as H&H reasonably believes is necessary: (a) to perform the Services; (b) to comply with professional standards to protect public health, safety and the environment; and (c) to comply with laws, regulations, court orders and professional obligations. You will make reasonable efforts to give you prior notice of any disclosure under (b) or (c) above. Information available to the public and information acquired from third parties will not be considered confidential. You will reimburse H&H for responding to any subpoena or governmental inquiry or audit related to the Services, at the rates set forth in the applicable Proposal, amendment or change order.



- 16. Insurance.** During performance of the Services, H&H will maintain workers' compensation, commercial general liability, automobile liability, and professional liability/contractor's pollution liability insurance. H&H will furnish you certificates of such insurance on request.
- 17. Indemnification.** You agree to hold harmless, indemnify, and defend the H&H Indemnitees against all claims, suits, fines and penalties, including mandated cleanup costs and attorneys' fees and other costs of settlement and defense, which claims, suits, fines, penalties or costs arise out of or are related to this Agreement or the Services, except to the extent they are caused by H&H's negligence or willful misconduct.
- 18. Limitation of Remedies.**
- To the fullest extent permitted by law and notwithstanding anything else in this Agreement to the contrary, the aggregate liability of H&H and its affiliates and subcontractors and their employees, officers, directors and agents (collectively referred to in this paragraph as "H&H") for all claims arising out of this Agreement or the Services is limited to \$50,000 or, if greater, 10% of the compensation received by H&H under this Agreement.
 - You may elect to increase the limit of liability by paying an additional fee, such fee to be negotiated prior to the execution of this Agreement.
 - Any claim will be deemed waived unless written notice of such claim is received by H&H within one year of substantial completion of the Services.
 - H&H will not be liable for lost profits, loss of use of property, delays, or other special, indirect, incidental, consequential, punitive, exemplary, or multiple damages.
 - H&H will not be liable to you or the Site owner for injuries or deaths suffered by H&H's or its subcontractors' employees.
 - You will look solely to H&H for your remedy for any claim arising out of or relating to this Agreement, including any claim arising out of or relating to alleged negligence or errors or omissions of any H&H principal, officer, employee or agent. To the extent damages are covered by property insurance or any other insurance, both you and H&H waive all rights against each other and against the contractors, consultants, agents, and employees of the other, for damages, except such rights as they may have to the proceeds of such insurance as set forth in this Agreement. The you or H&H, as appropriate, shall require of the contractors, consultants, agents, and employees of any of them, similar waivers in favor of the other parties enumerated herein.
- 19. Disputes.**
- All disputes between you and H&H shall be subject to non-binding mediation.
 - Either party may demand mediation by serving a written notice stating the essential nature of the dispute, the amount of time and money claimed, and requiring that the matter be mediated within forty-five (45) days of service of notice.
 - The mediation shall be administered by the American Arbitration Association in accordance with its most recent Construction Mediation Rules, or by such other person or organization as the parties may agree upon.
 - No action or suit may be commenced unless mediation has occurred but did not resolve the dispute, or unless a statute of limitation period would expire if suit were not filed prior to such forty-five (45) days after service of notice. However, where non-payment of an invoice has occurred and H&H sends you a final demand letter for payment, your failure to respond within ten (10) days of receipt (or, for certified mail, the date of the first attempt to deliver the letter to your address of record if you ultimately do not accept receipt of the letter) of such letter will be deemed to be a waiver of your right to enforce this mediation clause and H&H may immediately file suit to enforce the terms of this Agreement.
- 20. Miscellaneous.**
- This Agreement and all claims relating thereto shall be governed by the substantive and procedural laws of the State of Illinois, as they presently exist or may hereafter be amended, without regard to principles of conflict of laws.
 - The above terms and conditions regarding Limitation of Remedies and Indemnification shall survive the completion of the Services under this Agreement and the termination of the contract for any cause.
 - Any amendment to these Terms and Conditions must be in writing and signed by both parties. No modification of these Terms and Conditions shall be binding against H&H unless specifically approved in writing by a Principal of H&H.
 - Having received these Terms and Conditions, your oral authorization to commence Services, your acceptance of performance of the Services, your actions, or your use of the Report or Work Product constitutes your acceptance of them.
 - This Agreement supersedes any contract terms, purchase orders or other documents issued by you, even if signed by an authorized representative of H&H.
 - Neither party may assign or transfer this Agreement or any rights or duties hereunder without the written consent of the other party.
 - Your failure or the failure of your successors or assigns to receive payment, reimbursement insurance proceeds or grant funds from any other party for any reason whatsoever shall not absolve you, your successors or assigns of any obligation to pay any sum to H&H under this agreement.
 - These Terms and Conditions shall govern over any inconsistent terms in H&H's Proposal.
 - The provisions of this Agreement are severable; if any provision is unenforceable it shall be appropriately limited and given effect to the extent it is enforceable.
 - The covenants and agreements contained in this Agreement shall apply to, inure to the benefit of and be binding upon the parties hereto and upon their respective successors and assigns.
 - Any reports generated by H&H shall be subject to H&H's standard report limitations for that particular type of report.
- 21. Asbestos Abatement Services (If Applicable).** If the Services include asbestos abatement services, then the following terms and conditions will apply and will supersede any conflicting terms contained elsewhere in this Agreement.
- You acknowledge that conditions can vary from those encountered at the times and locations of explorations and data collection, and that the limitation on available data may result in some level of uncertainty with respect to the interpretation of those conditions, despite due professional care. H&H therefore cannot guarantee specific results such as the identification or removal of all asbestos or other contamination.



- 22. Microbial Services (If Applicable).** If the Services include microbial services, then the following terms and conditions will apply and will supersede any conflicting terms contained elsewhere in this Agreement.
- a. You recognize that meeting the standard of care does not establish an assurance that corrective procedures will be permanent. Because Microbial infestations are created by near-omnipresent living microscopic spores, grows very quickly and are influenced by nanoclimatological conditions that are very difficult to detect and sources of water intrusion, elevated moisture or relative humidity over which H&H has neither control or responsibility, H&H cannot and does not claim that its Services will eliminate the risk of a Microbial infestation recurring.
 - b. You acknowledge that the Services entail risk of personal injury and property damage (including cross-contamination) that cannot be avoided, even with the exercise of due care. You also acknowledge that environmental conditions can vary from those encountered at the times and locations of explorations and data collection, and that the limitation on available data may result in some level of uncertainty with respect to the interpretation of these conditions, despite due care. H&H therefore cannot guaranty specific results such as the identification of all contamination or other environmental conditions or problems nor their resolution.
 - c. You acknowledge that Microbial infestations may be hidden from view and concealed in locations that are difficult to discover. Accordingly, you agree that despite H&H's efforts, some Microbial locations may remain undetected. In such situations, you agree that you will have no claim against H&H provided H&H followed all applicable laws and regulations pertaining to the Work.
 - d. For purposes of this Agreement, Microbial is defined as any and all fungal and/or bacterial growth including but not limited to mold, mildew, yeast, fungus, fungi, bacteria, spores, odors, particulates, vapors, gas, or other emissions produced by or arising out of or toxins emanating therefrom.
 - e. You further agree that where H&H shall performs Services intended to minimize the risk of Microbial infestations, H&H shall not be liable for damages resulting from Microbial contamination including but not limited to fungal or bacterial infestations and water damage or dry or wet rot and you agree to waive any Microbial infestation claim(s) against H&H, and you agree to indemnify, defend and hold the H&H Indemnitees harmless from any claim alleging that H&H's Services caused or aggravated a Microbial infestation or did not prevent a Microbial infestation from re-occurring.



Huff & Huff, Inc. 2024 Fee Schedule

This statement is being furnished to you in the interest of enhancing your understanding of our billing policies and procedures. Each employee is assigned an hourly rate and records his or her time for each project. Each invoice identifies each person that charged time to the project, hours spent and total cost for each individual. All time spent traveling on client business is included in the time charged to a project.

The Project Manager responsible for preparation of your statement reviews the time records before rendering a bill for adjustments in the statement where appropriate in the judgment of the Project Manager. For example: time may be adjusted downward for duplication of effort, for training time beyond the normal adjustments for technical experience already factored into our hourly rates, or in other situations where it would not be fair to charge you for the full time spent on your project.

Listed below is our 2024 Fee Schedule. These rates are adjusted annually, effective the first calendar quarter of each year, to reflect changes in salaries, overhead, and the experience of individuals. Overtime is charged at the same hourly rates listed below.

<u>Professional Services</u>		<u>\$/Hour</u>
	Principals	\$225.00 - \$280.00
	Senior Consultant	\$180.00 - \$255.00
	Senior Project Manager/Senior Technical Staff	\$175.00 - \$190.00
	Project Manager/Technical Staff	\$160.00 - \$175.00
	Assistant Project Manager	\$130.00 - \$140.00
	Engineer I/Scientist S1	\$115.00
	Engineer II/Scientist S2	\$108.00
	Administrative Manager	\$150.00
	Senior Administrative Staff	\$117.00
	Administrative Staff	\$90.00
	Graphics Technician	\$90.00
<u>Travel</u>		
	Corporate vehicles	\$0.67/mile
	Personal vehicles	\$0.67/mile
	All other travel	Cost
<u>Reproduction</u>		
In-house	Black & White	\$0.12/copy
	Color-8-1/2" x 11"	\$0.50/copy
	Color-11" x 17"	\$1.00/copy
	Plotter-24" x 36"	\$9.00/copy
	Binding accessories	Cost
Outside		Cost + 10%

Huff & Huff, Inc.

A Subsidiary of GZA GeoEnvironmental, Inc.
915 Harger Road, Suite 330, Oak Brook, Illinois 60523
(630) 684-9100 telephone / (630) 684-9120 fax

www.gza.com

FY2025-1

<u>Field Work</u>		\$35.00/day/person
(Includes minor supplies, equipment, work clothes, cleaning, etc.)		
Includes company Cellular phone use – field work & travel days		
Bailers	Regular	\$11.00/each
	Hydra-Sleeve, 1.6"	\$25.00/each
	Hydra-Sleeve, 2.0"	\$35.00/each
5035 Method Sets		Cost + 10%
Rigid Tubing		\$0.23/foot
Flex Tubing		\$10.50/foot

Analytical Cost + 10%

Outside Services

Subcontractors	Cost + 10%
Supplies (Significant)	Cost + 10%
Postage	Cost + 10%

Equipment Rental

In-house: PID Meter	\$100/day or \$300/week
pH Meter	\$15/day or \$45/week
Jerome Meter	\$100/day or \$300/week
Noise Meter	\$150/day or \$400/week
D.O. Meter	\$25/day or \$75/week
G.P.S. Unit	\$100/day or \$300/week
Water Depth Measurer - Deep	\$200/day or \$600/week
Misc. Measuring Equipment	\$30/day or \$90/week
Bladder Pump	\$125/day
Peristaltic Pump	\$50/day or \$150/week
Infiltration Rings	\$50/day or \$150/week
Boat Rental	\$75/day or \$225/week
Transducer	\$175/use/Each
Pump Test	\$500/use
Fish Shocker	\$200/day
SCUBA Equipment	\$100/day
SOD Chambers	\$200/day
Time Lapse Camera	\$15/day or \$45/week

Huff & Huff, Inc.

A Subsidiary of GZA GeoEnvironmental, Inc.
915 Harger Road, Suite 330, Oak Brook, Illinois 60523
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www.gza.com



April 5, 2024

Mr. Robert Lamz
City of Harvard
900 E Brink Street
Harvard, IL 60033

815-943-4161

Lamz@cityof Harvard.org

Job Site:
City of Harvard
110 E. Brainard
Harvard, IL 60033

PROPOSAL

SCOPE OF WORK: REMOVE, CUT & CLEAN UNDERGROUND STORAGE TANK

In compliance with the Office of the Illinois State Fire Marshal, Stiles, Inc. proposes to do the following: (License #IL002363)

*Two (2) 1,000 gallons or less
One (1) heating oil & One (1) used oil tank*

Mobilization	<u>\$ 2,400.00</u>
Inert, cut and clean two (2) 1,000 gallon or less USTs	<u>\$ 4,500.00</u>
Vac truck	
• Mobilization	<u>\$ 750.00</u>
• Disposal of product	<u>\$ 1.40 per gallon</u>

NOT INCLUDED:

Office of IL State Fire Marshall permits, if required
Municipal permits, if required
Backfill

TO BE ACCOMPLISHED ON TIME AND MATERIALS:

Unknown, hidden, undisclosed, or not evident complications

JULIE hotline will be contacted by Stiles, Inc.

Stiles, Inc. is insured for: Workmen compensation, General Liability, Auto, & Umbrella

Douglas D. Stiles

President

Acceptance: The description of work to be performed, prices, terms and conditions are satisfactory and are hereby accepted. Stiles, Inc. is authorized to do the work as described.

Signature: _____ Date: _____



4-10-24

Pricing for Products and Services City of Harvard

Quote for Services:

Thank you for giving Crystal Clean an opportunity to be your "Single Source" environmental service provider. Our personal commitment to you is to exceed your expectations and deliver the best service possible. The following is a proposal for our services.

Tank Removal and Liquids Disposal:

Crystal Clean will remove liquids from tanks. We will then pull both tanks and dispose of them. The following is the cost for this service.

Disposal of Liquids:

Liquids disposal, \$1.85 per gallon
Vacuum Truck w/ operator, \$396.00 (0-3 hours)
Fuel surcharge, \$65.00

Pull Tanks:

Pull both tanks and haul away, lump sum, \$9,875.00

***Client Back Fills



4-10-24

Crystal-Clean, Inc. appreciates the opportunity to present this proposal. We sincerely look forward to working with you on this. Should you require any further information or have any questions, please do not hesitate to call.

Very simply, the focus of our overall SERVICE is to provide the following benefits:

- **REDUCTION** in overall environmental activity **COST**.
- Proper management of all regulated wastes with numerous services for **minimizing waste generation** and process efficiencies
- Reduced environmental management involvement.
- Improved workplace and worker SAFETY
- Continuous review towards process improvement and **waste minimization**.
- Professional resources to provide answers and assistance for your environmental compliance needs.

Pat Richards, Branch Sales Manager

Crystal- Clean

1585 High Point Drive

Elgin, IL. 60123

(224)-230-2894

patrick.richards@crystal-clean.com



K- PLUS MECHANICAL, INC

Direct Dial: (708) 259-8093

Fax: (815) 230-3057

ESTIMATE

April 17, 2024

Attention: Robert Lamz
City of Harvard

Re: 2- 750 gallon tank removal

K-Plus Mechanical, Inc. (K-Plus) is pleased to propose the following as per our discussion and site visitation:

- Secure OSFM permit- owner to supply Kplus with a pre 1974 letter no cost has been included to register tank
- Excavate for , disconnect and remove 2- 750 gallon fuel oil tanks per API 1604 rules and regulations
- Haul tanks offsite to recycler
- Environmental testing to be completed directly by owners representative Huff and Huff
- Backfilling by owner

THE ABOVE FOR THE SUM OF: 8,100.00

Alternate 1

Liquid removal

Transportation \$225.00/hr portal to portal

Disposal \$.55/gallon

Drum disposal \$985.00/drum

Manifest fee \$ 30.00

Environmental compliance fee \$18%

Not included

Local permit, premium time, liquid /soil hauling disposal, backfill material or backfilling

Thank you for allowing K-Plus to submit our proposal. If you have any questions or comments, please contact me directly at (708) 259-8093.

Sincerely,

K-Plus Mechanical, Inc.

Gerald J Ford

PAST DUE INVOICES ARE SUBJECT TO 1 ½ % PER MONTH SERVICE CHARGE ON ANY UNPAID BALANCE

10220 Bode Street Unit A Plainfield, IL 60585 (815) 230-3040 Office (815) 230-3057 Fax

WWW.K-PLUS.COM



A Subsidiary of GZA

GEOTECHNICAL
ENVIRONMENTAL
ECOLOGICAL
WATER
CONSTRUCTION
MANAGEMENT

915 Harger Road
Suite 330
Oak Brook, IL 60523
T: 630.684.9100
F: 630.684.9120
www.huffnhuff.com
www.gza.com



April 10, 2024

Via email: rlamz@cityofharvard.org

Mr. Rob Lamz – Superintendent of Public Works
City of Harvard Public Works Department
900 W. Brink Street
Harvard, Illinois 60033

Subject: UST System Removal Sampling and OSFM Reporting
110 E. Brainard Street, Harvard, Illinois
Proposal No.: 81.P015002.25

Dear Mr. Lamz:

Huff & Huff, Inc., a subsidiary of GZA, Inc. (GZA) is pleased to present this proposal to the City of Harvard (Client) to provide professional environmental consulting services related to the removal of two (2) underground storage tanks (USTs) located within the right-of-way (ROW) associated with 110 E. Brainard Street, Harvard, Illinois (referred to herein as "Site"). This proposal is specifically to collect confirmation samples, laboratory analysis, a letter report of the findings, and submittal of the results to the Illinois Office of State Fire Marshal (IL-OSFM). The sampling activities will be performed in accordance with IL-OSFM regulations, 41 Ill. Adm. Code Part 176, and Illinois' Leaking Underground Storage Tank (LUST) program regulations, 35 Ill. Adm. Code Part 734.

1. BACKGROUND AND UNDERSTANDING

GZA understands environmental oversight and sampling consistent with OSFM Site Assessment and IEPA LUST Regulations is requested, associated with the removal of two (2) USTs discovered during excavation adjacent to 110 E. Brainard Street. According to information provided by Client, two (2) USTs are present, each approximately 40 inches in diameter and approximately 10 to 12 feet in length (approximately 750 gallons each). The OSFM has visited the Site and conveyed to Client that the tanks would potentially be classified as a heating fuel oil tank and a used oil tank. Based on photographs provided by Client, the USTs were likely installed before 1974 based on the visible portions of the tanks (metal rivets observed). The USTs are installed with the top of the tanks at approximately 2 feet below ground surface (bgs) and approximately 10 feet off of the 110 E. Brainard St. building to the centerline of the tanks. According to Client, the 110 E. Brainard property is associated with historical use as "a tractor implement dealer, a car dealer, and an auto shop". The property is currently occupied by a pet store with a motorcycle garage attached.

Given the location and anticipated age of the UST, GZA anticipates that the USTs will require pre-1974 registration as part of the removal process, which will require signature of the "owner". We anticipate Client will identify the appropriate party to function as the owner of the UST.

GZA understands Client will retain the UST removal contractor. It is assumed the removal contractor will perform tank removal activities, including coordinating for the pre-1974 letter and other required permitting with the IL-OSFM. GZA will be on site during removal activities to document the removal process, obtain confirmation samples for laboratory analysis consistent with the regulations, and coordinate with Site contacts.

This proposal includes GZA's field documentation of the UST removal and a site assessment (i.e. confirmation sampling) activities as required by IL-OSFM. GZA will submit results of the confirmation sampling to OSFM using the Site Assessment Report Form available online and prepare a letter report with findings for Client. If necessary, GZA will assist with reporting to the Illinois Emergency Management Agency (IEMA).

Should additional reporting services be necessary for follow up with Illinois EPA (IEPA) or OSFM based on the site assessment results, GZA will coordinate with Client for the appropriate adjustments to the scope and fee for what would be the logical next step if a release is identified. This may include 20-day certification and a 45-day Report, as necessary.

This proposal presents our approach, assumptions, and limitations in Section 2 and associated fees in Section 3 below.

2. SCOPE OF SERVICES

Tasks to accomplish the requested scope will include the following sub-tasks:

Task 1 – Pre-Mobilization

GZA will prepare a health and safety plan (HASP) for use by GZA personnel during sample collection. This task includes time for coordinating and scheduling with Subcontractor, analytical laboratory, and Client prior to mobilization. GZA will also assist with preparation of the pre-1974 letter, upon request.

Task 2 – Site Assessment

GZA will mobilize to the Site to document field activities during removal of the recently discovered USTs. It is anticipated GZA field personnel will mobilize to the Site to observe the excavation, and therefore, one (1) day of field effort is included in the proposal to complete the oversight, documentation, and confirmation sampling activities. Additional labor for field documentation of the tank removal and/or subsequent field services is not included in this proposal. If groundwater is encountered and delays the excavation and/or GZA is not able to collect all confirmation samples during one mobilization, GZA will coordinate with Client to perform these additional efforts and a supplemental proposal/task order may be necessary.

In accordance with Part 734.210(h)(1), one (1) sample must be collected from each 20 feet of wall in length; two (2) samples must be collected from the excavation floor below each UST with a volume of more than 1,000-gallons; one (1) sample must be collected from the floor of each 20 feet of UST piping; and one (1) sample must be collected for each 100 cubic yards of backfill returned to the excavation. Based on the currently estimated tank basin dimensions, and the assumption all removed material will be reused as backfill (allowed if no evidence of a release), we anticipate collection of samples including the following:

- Eight (8) tank sidewall samples (4 for each UST);
- Two (2) tank floor samples (1 for each UST);
- One (1) backfill sample (assumes up to 500 cubic yards of non-impacted backfill returned to excavation);
- One (1) piping floor sample (if necessary, assuming 10 feet of piping to the building)
- One (1) groundwater sample (if necessary).

GZA has included one (1) piping floor sample based on the distance of the USTs to the adjacent building; however, if additional piping is encountered during removal, GZA will coordinate with Client for a supplement to cover additional samples, as needed.

As one of the USTs is suspected to have contained heating oil, the soil samples for that UST are proposed for analysis of indicator contaminants including benzene, toluene, ethylbenzene, and total xylenes (BTEX) and polynuclear aromatic hydrocarbons (PNAs). The additional UST is suspected to have contained used oil, which includes indicator contaminants to be assessed pursuant to Part 734.405(g). GZA has included one (1) of the samples from the used oil UST to be analyzed for volatile organic compounds (VOCs), semi-volatile organic compounds (SVOCs), polychlorinated biphenyls (PCBs), and Resource Conservation and Recovery Act (RCRA) total metals (minus silver), as listed in Appendix B of Part 734. A sample will also be analyzed for pH.

GZA will use a PID, as well as visual and olfactory observations to document the conditions in the areas of sampling and identify sampling points. The samples will be collected in laboratory-provided glassware and placed on ice, pending pickup by laboratory courier. Samples will be submitted to the analytical laboratory for standard (7- to 10-day) turnaround. GZA will also use the PID to assess for potential impacts to the backfill material and surrounding native material. Should potentially impacted material be identified, GZA will immediately contact Client to discuss potential removal of the material.

Costs for laboratory analysis is included for the following:

- Up to eleven (11) soil samples for BTEX and PNAs;
- Up to one (1) soil sample for VOCs, SVOCs, PCBs, RCRA metals (minus silver), and pH;
- Up to one (1) groundwater sample for BTEX and PNAs

Our proposal assumes the contents of the tank are heating fuel oil or similar product, as well as potentially used oil. Should UST removal activities identify evidence the USTs contained another product, GZA's sampling protocol may need to be adjusted to meet OSFM's and LUST's requirements for indicator contaminants. GZA will coordinate with Client for a supplement, as necessary.

Task 3 – Reporting of Results

Pursuant to 41 Ill. Adm. Code Part 176, GZA will submit results of the confirmation sampling to OSFM using the Site Assessment Report Form available online.

GZA will prepare a letter report (Closure Report) for Client’s records of the analytical results in comparison to applicable TACO Tier 1 Remedial Objectives (ROs). This letter report will include a brief narrative of the sampling effort, results in table format, comparison of results to applicable ROs, figures depicting approximate sample locations, and laboratory reports. If results achieve the most stringent Tier 1 ROs, and this status is confirmed by OSFM, a “clean closure” result will be provided in the letter report. If applicable, recommendations/opinions of results and/or next steps will be included as well.

If evidence of a release is identified by the storage tank safety specialist (STSS), the OSFM representative on site during UST removal activity, and/or site assessment results indicate evidence of a release, GZA will assist Client with the proper notifications to IEMA and other regulatory agencies of a suspected release. Additional Early Action and Corrective Action Activities and reporting pursuant to 35 Ill. Adm. Code 734 are not included in this scope of work. If project conditions change and additional services are necessary, GZA will coordinate with Client to provide a supplement, as necessary.

3. PROJECT COST

GZA proposes to conduct the scope of work on a Time and Materials (T&M) basis for a not-to-exceed cost estimate summarized below.

Task 1: GZA Pre-Mobilization	\$ 740
Task 2: Site Assessment and Sampling	\$ 4,470
Task 3: OSFM and Letter Report	\$ 2,540
TOTAL	\$ 7,750

If project conditions change and additional services are necessary, GZA will coordinate with Client to provide a supplement, as necessary.

4. PROJECT SCHEDULE

GZA will coordinate with Client regarding scheduling of the field activities. Upon collection of confirmation samples, we will submit samples to the laboratory expecting an approximate 7 to 10 business day return for results. Once results are received, we will have the letter report for submittal to Client within approximately three weeks of receipt of laboratory results. If additional labor or direct costs above and beyond the current scope or if follow-up and/or reporting to the OSFM and/or IEPA is necessary, we will coordinate with Client to adjust the scope, fee, and schedule of deliverables.

5. CONTRACT TERMS

CONDITIONS OF ENGAGEMENT

The conditions of engagement are described in the attached Terms and Conditions for Professional Services. GZA’s report will be prepared on behalf of and for the exclusive use of Client. Client acknowledges and agrees that the report and the findings in the report shall not, in whole or in part, be disseminated or conveyed to any other party, or used or relied upon by any other party, in whole or in part, except for the specific purpose and to the specific parties alluded to above, without

the written consent of GZA. GZA would be pleased to discuss the conditions associated with any additional dissemination, use, or reliance by other parties.

ACCEPTANCE

This agreement may be accepted by signing in the appropriate space below and returning one complete copy to GZA. Issuance of a Purchase Order implicitly acknowledges acceptance of this proposal. This proposal is valid for a period of 30 days from the date of issue. We appreciate the opportunity to submit this proposal. Please feel free to contact the undersigned at (630) 684-9100 with any questions.

Very truly yours,

Huff & Huff, Inc., a subsidiary of GZA



Eric Stein, P.E.
Senior Project Manager



Jeremy J. Reynolds, P.G.
Associate Principal

Attachments: Terms and Conditions
Schedule of Fees

This Proposal for Services, Schedule of Fees and Terms and Conditions for Professional Services are hereby accepted and executed by a duly authorized signatory, who by execution hereof, warrants that he/she has full authority to act for, in the name, and on behalf of _____.

By: _____

Title: _____

Printed/Typed Name: _____

Date: _____

The Proposal for Services, Schedule of Fees and Terms and Conditions for Professional Services may be executed in two or more counterparts, each of which together shall be deemed an original, but all of which together shall constitute one and the same instrument. In the event that any signature is delivered by facsimile transmission or by an e-mail delivery of a document in “.pdf” format, each such signature shall create a valid and binding obligation of the party executing the document, or on whose behalf each document is executed, with the same force and effect as if each such facsimile or “.pdf” signature were an original thereof.

PARKS & RECREATION BOARD MEETING MINUTES
APRIL 15, 2024

Chairman John Lavallee called the meeting to order at 6:03 pm. Board members present: Chairman John Lavallee, Alderwoman Lisa Haderlein, Alderwoman Lori Lancaster, Alderwoman Rosa Luna and Scott Logan. Pep Saucedo was absent. Also present were Mayor Kelly and City Administrator Lou Leone.

Public Comment

None

Approval of Minutes – March 18, 2024

A motion was made by Scott Logan, seconded by Alderwoman Lancaster to accept the Park Board Minutes of March 18, 2024, as presented. All ayes. Motion carried.

Approval of Minutes – April 4, 2024

A motion was made by Alderwoman Haderlein, seconded by Scott Logan to accept the Special Park Board Minutes of April 4, 2024, as presented. All ayes. Motion carried.

Harvard OCTAVE Fee Waiver Request

Harvard OCTAVE is essentially the former Harvard Community Band which is under new leadership. A motion was made by Scott Logan, seconded by Alderwoman Lancaster to recommend to the City Council approval of a fee waiver for Harvard OCTAVE. They will be using the Lion's Park Large Shelter on July 20th, 2024. All ayes. Motion carried. The recommendation will go before the City Council on April 23rd at 7 pm.

Healing Hearts with Hooves & Hounds Request to use Milky Way Park on June 29, 2024, for a Car Show/Craft Vendor Fair

Mark Schuring was in attendance on behalf of Healing Hearts with Hooves & Hounds who is requesting use of Milky Way Park on June 29th, 2024, for a Car Show/Craft Fair. The organization received a Three-Year Fee Waiver last year. Mark outlined their request to use the grass to park vehicles and then have people walk on the gravel. John Stricker will need power for his food truck. There are external outlets to plug into which is probably sufficient for the DJ; John Stricker may need more than 120V which will require an electrician to hard wire their food truck. Mark will contact an electrician. Blue Ribbon typically has done this in the past, but Mark is not required to use them. A motion was made by Scott Logan, seconded by Alderwoman Luna to recommend to the City Council to approve the request as presented. All ayes. Motion carried. The recommendation will go before the City Council on April 23rd at 7 pm.

Jefferson School Request for Free Pool Passes for Family Fun Night

Jefferson School is requesting free pool passes for Family Fun Night. A motion was made by Scott Logan, seconded by Alderwoman Haderlein to recommend to the City Council to donate 10 kids daily pool passes (approximately \$70) to Jefferson School. All ayes. Motion carried. The recommendation will go before the City Council on April 23rd at 7 pm.

Mayor's Report

Mayor Kelly reported that all the interviews have been completed for the Parks & Rec Supt. position. An offer was made and accepted with the candidate slated to start June 3rd; the name will be announced once they have notified their employer. The Mayor is excited about the possibilities this year as far as programming and the soccer tournament.

Parks & Rec Report

Lou expounded on the Parks & Rec Supt. Report.

Scott requested that Lou reach out to the HFPD before putting the 2022 Ford Truck up for auction as they are looking to purchase a truck.

New Business

Lou highlighted the Parks Budget Update as provided by Finance Director Debi Bejot.

Scott Logan invited the Board to come out to the Harvard Parks Foundation Scoopie Fundraiser at Culvers on Wednesday, April 17th from 5-8 pm.

Lou reported that he has been reaching out to various organizations on the design plan with the OSLAD grant for the southside of Milky Way Park which has received a lot of positive feedback.

The next regular meeting date is May 20th, 2024 @ 6 pm.

At 6:22 pm, a motion was made by Scott Logan, seconded by Alderman Lavalée to adjourn the meeting. All ayes. Motion carried.

Submitted by:
Chairman John Lavalée

City of Harvard Fee Waiver Request Form

Name of Organization: Harvard OCTAVE

Contact Person: Tony Kelley

Mailing Address: 1210 Magnolia St, Harvard, IL 60033

Phone Number: (815) 334-7021

Email Address: tkelley@harvardoctave.org

Location: Lion's Park Large Shelter

Date(s) of Event: 7/20/2024

Time of Event: 3:00 PM

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

Since we are a not-for-profit community organization, and we are doing this performance on behalf of the Harvard Parks dept., we feel that we should be relieved of the fee. We will be bettering the community, and bringing the City of Harvard together, creating a wonderful atmosphere for all ages.

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.

Tony Kelley
Printed Name

Tony Kelley
Signature

3/25/2024
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 _____
Not Approved _____

Date _____

**CITY OF HARVARD
APPLICATION TO RESERVE CITY PARK SHELTERS & ATHLETIC FACILITIES**

Name of Applicant Tony Kelley

Name of Organization/Team (if applicable) Harvard OCTAVE

Address of Applicant 1210 Magnolia St, Harvard, IL 60033

Phone Number of Applicant: Home/Cell (815) 334-7021 E-mail kelley@harvardoctave.org

Date(s) Requested Saturday, July 20th, 2024
(If reserving electronically, please contact City Hall at 815 943-6468 for availability prior to submittal. Reservation not guaranteed until receipt of confirmation via e-mail)

Hours Requested 3 Expected number to be in attendance 35 (Ensemble Members)

Athletic Location Requested (if applicable) _____

RESIDENT FEES		NON-RESIDENT FEES	
<input type="checkbox"/> Park Shelter	\$50.00	<input type="checkbox"/> Park Shelter	\$75.00
Groups over 100 fee is \$50 plus \$25 for each addtl 50 people		Groups over 100 fee is \$75 plus \$25 for each addtl 50 people	
<input type="checkbox"/> Tennis Courts (4 hrs.)	\$10.00	<input type="checkbox"/> Tennis Court (4 hrs.)	\$15.00
<input type="checkbox"/> Adult User Groups Baseball, soccer, softball fields	\$25.00	<input type="checkbox"/> Adult User Groups Baseball, soccer, softball fields	\$50.00
A schedule & roster of participants verifying residency must be submitted. A Resident User is defined as 70% total participants who are residents of the City.		A schedule & roster of participants verifying residency must be submitted. A Non-Resident User is defined as less than 70% total participants who are residents of the City.	
<input type="checkbox"/> Special Event Electric Base Fee	\$50.00	<input type="checkbox"/> Special Event Electric Base Fee	\$75.00
THE SECURITY DEPOSIT FOR THE PARK SHELTERS IS AS FOLLOWS			
<input type="checkbox"/> 1 - 50 people is \$75	<input type="checkbox"/> 51 - 100 people is \$125.00	<input type="checkbox"/> 101 - 150 is \$175.00	
Numbers over 150 persons security deposit is \$250 (Must have police officers and be approved by the City Council.)			

PLEASE CHECK PARK SHELTER REQUESTED

Park Shelters Available	Picnic Table	Seating	Washroom	Grill	Electrical	Night Lights	Playground
HERS League Shelter (not available June/July)	2-10	80-120	Yes	No	Yes	Yes	No
Boy's League Shelter (not available June/July)	4-6	36-48	Yes	No	Yes	Yes	No
<input checked="" type="checkbox"/> Lion's Park Lg. Shelter	10	60-80	Nearby	2	Yes	Yes	Yes
Mary's Park Shelter	6	36-48	No	1	No	Yes	Yes
Milky Way Park West Shelter	6	36-48	Nearby	No	Yes	Yes	Yes
Milky Way Park East Shelter	8	48-64	Nearby	1	Yes	Yes	Yes

Person(s) using the City parks and park facilities do so at their own risk. The City of Harvard and its employees are not responsible for damage to or loss of property of person(s) using parks or park facilities. The City and its employees are not responsible for any injuries that result while person(s) are using parks or park facilities. I, the applicant, have read and fully understand all the rules and guidelines as attached necessary for the use of the City's Parks and facilities, and I will comply.

MOTOR VEHICLES ARE ONLY PERMITTED IN THE PARKING LOT AND ARE NOT ALLOWED BY THE SHELTERS.

Applicant's signature: Tony Kelley Date 3/23/24

Return application to Lori Moller, City of Harvard, P.O. Box 310, Harvard, IL 60033

COPIES:

Police Dept Parks Dept Pool

- Security deposit refunded
- Permission to shred check after event

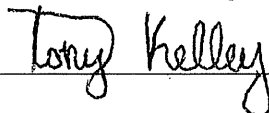
PARK SHELTER/ATHLETIC FIELDS RULES AND REGULATIONS

Supt. Ryan Knop (815) 943-6468 or (815) 403-6840

1. City parks open from sunrise to sunset.
2. All reservation fees and deposits must be paid upon application for any park facility, otherwise the facility will not be held for the group. Reservations are not final until payment is received and proper documentation is made. Reservations must be made in person or by email. If information is falsified on the application (i.e. total number attending), loss of deposit will result.
3. Payment Policy: Please write out two separate checks made payable to the City of Harvard - one check for the reservation and one check for the deposit. The deposit check will be returned to you if all rules and regulations listed on this application are followed.
4. In the event that the applicant damages any City of Harvard property and the security deposit is not enough to cover damages, applicant shall be solely liable to the City of Harvard for all additional costs, fees, expenses, including but not limited to attorney's fees associated with such damages.
5. Reservations for shelters are required for groups of 25 or more persons.
6. Groups larger than 150 persons must follow the guidelines for Special Events and be approved by the City Council.
7. Reservations will not be given, or may be cancelled, which conflict with Parks & Recreation Department sponsored activities.
8. **LIQUOR IS NOT ALLOWED** in City parks unless a special event permit for a one-day liquor license is issued by the Liquor Commissioner with the approval of the City Council pursuant to the regulations outlined in Chapter 25 of the Harvard Municipal Code along with dram shop (liquor liability) insurance with the City of Harvard listed as an additional insured. Application for a special event liquor license must be made at least three (3) weeks prior to the picnic.
9. Dogs that are leashed and licensed shall be allowed within City park property provided that the person walking or exercising the dog shall be responsible for any damage done to the landscaping of any park and shall be responsible for removing all animal excrement deposited by said animal.
10. There are picnic tables provided under each shelter. Groups may only use a minimum number of other tables that are scattered throughout the park.
11. Cooking fires are only permitted in the small grills provided in the picnic area. The Parks & Recreation Dept. does not provide large grills, but you may supply your own. Pig rotisseries are not allowed (except by Special Event permit only).
12. If food is being sold or given to the general public other than for a designated group, the rental group will be required to attain a temporary food permit from the McHenry County Health Department. An approved copy of the permit must be submitted to the Parks & Recreation Department prior to the rental.
13. **Motor vehicles are only permitted in the parking lot and are not allowed by the shelters.** Violators will be ticketed by the Harvard Police Department.
14. The fee for the use of a park shelter will not be refunded if it is rained out. However, a second date can be reserved without charge if applied for within 48 hours of the rainout. Reserved rain dates cannot be made in advance.
15. City ballfields (excluding the HERS League and Boys League fields) are on a first come, first serve basis, unless reserved ahead of time. Field preparations will not be made for these rentals. **A certificate of insurance shall be submitted listing the City of Harvard as an additional insured.**
16. The following activities and items are prohibited in the parks (except by Special Event permit): tents, car shows, craft fairs, amplifiers, loud speakers/music, games of chance, model airplanes, carnival rides, pony rides, dunk tanks, bounce houses and camping. Special Events requiring the use of electricity other than the outlets provided at the shelter will be charged a base rate of \$50 for residents and \$75 for non-residents.
17. The sale, collection, or punching of admission tickets to any shelter, pavilion or other facility will not be allowed in any park area under the jurisdiction of the City of Harvard, and soliciting or collection of money for the use of any said facility will not be allowed.
18. The posting of posters or advertisements on park property or any facility is not permitted.
19. Churches, Fraternal Organizations, School District #50/St. Joseph's School, and large non-for-profit groups may be allowed to reserve areas in certain parks on a "Special Event Permit" basis. Entertainment may be provided by these organizations for their own group, but admissions cannot be charged.
20. FAILURE TO COMPLY WITH THE RULES AND REGULATION ON THIS APPLICATION SET FORTH BY THE CITY OF HARVARD WILL RESULT IN LOSS OF SECURITY DEPOSIT

I hereby acknowledge that I have read, understand, and agree to the above terms of the Park Shelter/Athletic Fields Rules and Regulations.

Applicant's signature: _____



Date 3/23/24

**CITY OF HARVARD
APPLICATION TO RESERVE CITY PARK SHELTERS & ATHLETIC FACILITIES**

Name of Applicant Mark Schuring

Name of Organization/Team (if applicable) Healing Hearts with Hooves and Hounds - Car Show/Craft Vendor Fair

Address of Applicant 406 S. Ayer St.

Phone Number of Applicant: Home/Cell 815 245-0842 E-mail markschuring3@gmail.com

Date(s) Requested June 29th, 2024
(If reserving electronically, please contact City Hall at 815 943-6468 for availability prior to submittal. Reservation not guaranteed until receipt of confirmation via e-mail)

Hours Requested All Day Expected number to be in attendance Unknown this is first annual event

Athletic Location Requested (if applicable) All of Milky Way Park

RESIDENT FEES	NON-RESIDENT FEES
<input type="checkbox"/> Park Shelter \$50.00 Groups over 100 fee is \$50 plus \$25 for each addt'l 50 people	<input type="checkbox"/> Park Shelter \$75.00 Groups over 100 fee is \$75 plus \$25 for each addt'l 50 people
<input type="checkbox"/> Tennis Courts (4 hrs.) \$10.00	<input type="checkbox"/> Tennis Court (4 hrs.) \$15.00
<input type="checkbox"/> Adult User Groups Baseball, soccer, softball fields \$25.00 A schedule & roster of participants verifying residency must be submitted. A Resident User is defined as 70% total participants who are residents of the City.	<input type="checkbox"/> Adult User Groups Baseball, soccer, softball fields \$50.00 A schedule & roster of participants verifying residency must be submitted. A Non-Resident User is defined as less than 70% total participants who are residents of the City.
<input type="checkbox"/> Special Event Electric Base Fee \$50.00	<input type="checkbox"/> Special Event Electric Base Fee \$75.00
THE SECURITY DEPOSIT FOR THE PARK SHELTERS IS AS FOLLOWS	
<input type="checkbox"/> 1 - 50 people is \$75 <input type="checkbox"/> 51 - 100 people is \$125.00 <input type="checkbox"/> 101 - 150 is \$175.00 Numbers over 150 persons security deposit is \$250 (Must have police officers and be approved by the City Council.)	

PLEASE CHECK PARK SHELTER REQUESTED

Park Shelters Available	Picnic Table	Seating	Washroom	Grill	Electrical	Night Lights	Playground
HERS League Shelter (not available June/July)	2-10	80-120	Yes	No	Yes	Yes	No
Boy's League Shelter (not available June/July)	4-6	36-48	Yes	No	Yes	Yes	No
Lion's Park Lg. Shelter	10	60-80	Nearby	2	Yes	Yes	Yes
Mary's Park Shelter	6	36-48	No	1	No	Yes	Yes
Milky Way Park West Shelter	6	36-48	Nearby	No	Yes	Yes	Yes
Milky Way Park East Shelter	8	48-64	Nearby	1	Yes	Yes	Yes

Person(s) using the City parks and park facilities do so at their own risk. The City of Harvard and its employees are not responsible for damage to or loss of property of person(s) using parks or park facilities. The City and its employees are not responsible for any injuries that result while person(s) are using parks or park facilities. I, the applicant, have read and fully understand all the rules and guidelines as attached necessary for the use of the City's Parks and facilities, and I will comply.

MOTOR VEHICLES ARE ONLY PERMITTED IN THE PARKING LOT AND ARE NOT ALLOWED BY THE SHELTERS.

Applicant's signature: Mark J. Schuring

Date March 7, 2024

Return application to Lori Moller, City of Harvard, P.O. Box 310, Harvard, IL 60033

COPIES:

- Security deposit refunded
- Permission to shred check after event

- Police Dept
- Parks Dept
- Pool

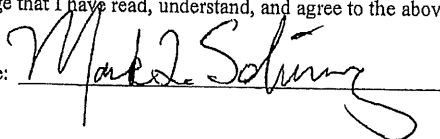
PARK SHELTER/ATHLETIC FIELDS RULES AND REGULATIONS

Supt. Ryan Knop (815) 943-6468 or (815) 403-6840

1. City parks open from sunrise to sunset.
2. All reservation fees and deposits must be paid upon application for any park facility, otherwise the facility will not be held for the group. Reservations are not final until payment is received and proper documentation is made. Reservations must be made in person or by email. If information is falsified on the application (i.e. total number attending), loss of deposit will result.
3. Payment Policy: Please write out two separate checks made payable to the City of Harvard - one check for the reservation and one check for the deposit. The deposit check will be returned to you if all rules and regulations listed on this application are followed.
4. In the event that the applicant damages any City of Harvard property and the security deposit is not enough to cover damages, applicant shall be solely liable to the City of Harvard for all additional costs, fees, expenses, including but not limited to attorney's fees associated with such damages.
5. Reservations for shelters are required for groups of 25 or more persons.
6. Groups larger than 150 persons must follow the guidelines for Special Events and be approved by the City Council.
7. Reservations will not be given, or may be cancelled, which conflict with Parks & Recreation Department sponsored activities.
8. **LIQUOR IS NOT ALLOWED** in City parks unless a special event permit for a one-day liquor license is issued by the Liquor Commissioner with the approval of the City Council pursuant to the regulations outlined in Chapter 25 of the Harvard Municipal Code along with dram shop (liquor liability) insurance with the City of Harvard listed as an additional insured. Application for a special event liquor license must be made at least three (3) weeks prior to the picnic.
9. Dogs that are leashed and licensed shall be allowed within City park property provided that the person walking or exercising the dog shall be responsible for any damage done to the landscaping of any park and shall be responsible for removing all animal excrement deposited by said animal.
10. There are picnic tables provided under each shelter. Groups may only use a minimum number of other tables that are scattered throughout the park.
11. Cooking fires are only permitted in the small grills provided in the picnic area. The Parks & Recreation Dept. does not provide large grills, but you may supply your own. Pig roisseries are not allowed (except by Special Event permit only).
12. If food is being sold or given to the general public other than for a designated group, the rental group will be required to attain a temporary food permit from the McHenry County Health Department. An approved copy of the permit must be submitted to the Parks & Recreation Department prior to the rental.
13. **Motor vehicles are only permitted in the parking lot and are not allowed by the shelters.** Violators will be ticketed by the Harvard Police Department.
14. The fee for the use of a park shelter will not be refunded if it is rained out. However, a second date can be reserved without charge if applied for within 48 hours of the rainout. Reserved rain dates cannot be made in advance.
15. City ballfields (excluding the HERS League and Boys League fields) are on a first come, first serve basis, unless reserved ahead of time. Field preparations will not be made for these rentals. **A certificate of insurance shall be submitted listing the City of Harvard as an additional insured.**
16. The following activities and items are prohibited in the parks (except by Special Event permit): tents, car shows, craft fairs, amplifiers, loud speakers/music, games of chance, model airplanes, carnival rides, pony rides, dunk tanks, bounce houses and camping. Special Events requiring the use of electricity other than the outlets provided at the shelter will be charged a base rate of \$50 for residents and \$75 for non-residents.
17. The sale, collection, or punching of admission tickets to any shelter, pavilion or other facility will not be allowed in any park area under the jurisdiction of the City of Harvard, and soliciting or collection of money for the use of any said facility will not be allowed.
18. The posting of posters or advertisements on park property or any facility is not permitted.
19. Churches, Fraternal Organizations, School District #50/St. Joseph's School, and large non-for-profit groups may be allowed to reserve areas in certain parks on a "Special Event Permit" basis. Entertainment may be provided by these organizations for their own group, but admissions cannot be charged.
20. FAILURE TO COMPLY WITH THE RULES AND REGULATION ON THIS APPLICATION SET FORTH BY THE CITY OF HARVARD WILL RESULT IN LOSS OF SECURITY DEPOSIT

I hereby acknowledge that I have read, understand, and agree to the above terms of the Park Shelter/Athletic Fields Rules and Regulations.

Applicant's signature:



Date

3/7/24



Healing Hearts with Hooves and Hounds

Craft/Vendor Fair and Anything with Wheels Show Fundraiser

When: Saturday June 29, 2024

10am-3pm

Where: Milky Way Park, Harvard, IL

Cost: \$20.00 Per Site (supply own table)
plus one silent auction item donated

Food availability: 2-Food Trucks 1-Bakery Truck

Contact Dawn at 815-979-7029 to reserve your spot for
the craft/vendor fair or make a donation.

Contact Kelly at hkhkelly75@gmail.com for car
show info.



DOG
PARK

TRACTORS

Depends on
How many
tractors
enter

TRUCKS

BIKES

CARS →

CARS →

CARS →

CARS →

2 Row seacher
3 depends on
admissions

FOOD TRUCKS

Lori Moller

From: Lou Leone
Sent: Thursday, April 11, 2024 3:56 PM
To: Lori Moller
Subject: FW: Harvard Pool

Best regards.

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



From: Megan Sanchez <msanchez@cusd50.org>
Sent: Thursday, April 11, 2024 1:18 PM
To: Lou Leone <Leone@cityofharvard.org>; Rebecca Adams <radams@cusd50.org>
Subject: Harvard Pool

Hello Becca and Lou,

I wanted to formulate an email so both of you had contact information. Becca is the principal at Jefferson Elementary that is putting together their Family Fun Night. Lou is currently running the city of Harvard Parks and Rec Department.

In the past the Parks and Rec Dept had a table at our Family Fun Night with information about activities going on during the summer as well as about the pool.

Also Becca if you would like to get some free pool passes as incentives for your students to earn or some sort of raffle you would request them from Lou by tomorrow since he will be having the Parks and Rec Meeting on Monday. Could you let him know how many you would like?

Hopefully this helps. Let me know if either one of you needs anything further from me.

Thank you,



Megan Sanchez
HHS Attendance Secretary
815-943-6164 Ext. 23021
Direct Line: 815-770-0880
msanchez@cusd50.org
www.cusd50.org



ORDINANCE NO. 2024 -

An Ordinance Approving the City of Harvard Annual Budget for Fiscal Year 2024/2025

WHEREAS, the City of Harvard, McHenry County, Illinois, has adopted 65 ILCS 5/8-2-9.1 through 5/8-2-9.10 in lieu of passing an appropriation ordinance prior to the end of the first quarter of the fiscal year; and

WHEREAS, 65 ILCS 5/8-2-9.4 requires that the annual budget shall be adopted by the corporate authorities before the beginning of the fiscal year to which it applies; and

WHEREAS, Section 3.13-D of the Harvard Municipal Code (Ordinance 2006-113) requires the preparation of an annual budget ordinance for approval by the City Council.

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

SECTION 1: That the City of Harvard Annual Budget for Fiscal Year 2024/2025, attached hereto and made a part hereof, is hereby approved.

SECTION 2: If any section, paragraph, subdivision, clause, sentence or provision of this Ordinance shall be adjudged by any Court of competent jurisdiction to be invalid, such judgment shall not affect, impair, invalidate or nullify the remainder thereof, which remainder shall remain and continue in full force and effect.

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

SECTION 4: This Ordinance shall be in full force and effect upon its passage, approval and publication in pamphlet form (which publication is hereby authorized) as provided by law.

Aye:

Nay:

Absent:

Abstain:

APPROVED:

Mayor Michael P. Kelly

(SEAL)

ATTEST: _____
City Clerk Lori Moller

Passed: April 23, 2024

Approved: April 23, 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 23rd day of April, 2024, the foregoing Ordinance entitled *An Ordinance Approving the City of Harvard Annual Budget for Fiscal Year 2024/2025*, 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 _____ day of _____, 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)

ORDINANCE NO. 2024 -

An Ordinance Amending Section 25.06.B.4.d Regarding Electronic Gaming Devices

BE IT ORDAINED by the Mayor and Aldermen of the CITY OF HARVARD, McHenry County, Illinois, as follows:

SECTION 1: That Section 25.06.B.4.d, Electronic Gaming Devices Certificate shall read as follows:

- d. Effective May 1, 2025, the annual fee for an Electronic Gaming Device Certificate shall be increased from \$25 to \$250 per terminal. This fee is not in lieu of any fee or payment payable to the State or the Illinois Gaming Board.

SECTION 2: If any section, paragraph, subdivision, clause, sentence or provision of this Ordinance shall be adjudged by any Court of competent jurisdiction to be invalid, such judgment shall not affect, impair, invalidate or nullify the remainder thereof, which remainder shall remain and continue in full force and effect.

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

SECTION 4: This Ordinance shall be in full force and effect upon its passage, approval and publication in pamphlet form (which publication is hereby authorized) as provided by law.

Aye:

Nay:

Absent:

Abstain:

APPROVED:

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 23rd day of April, 2024, the foregoing Ordinance entitled *An Ordinance Amending Section 25.06.B.4.d Regarding Electronic Gaming Devices* 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 _____ day of April, 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 seal of the City of Harvard this _____ day of _____, 2024.

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

(SEAL)

DEPARTMENT OF PUBLIC WORKS

900 W. BRINK STREET
HARVARD, IL 60033



To: Mayor and City Council

From: Rob Lamz, Superintendent of Public Works

Date: April 17, 2024

Re: Parking Ordinance Amendment – Sage and Front

Attached for your consideration is an ordinance to amend section 15.07 (B) of the Harvard Municipal Code Regarding the No Parking on Front Street and Sage Lane. Both of these items were brought to our attention by residents regarding pedestrian safety and the ease of travel in these areas.

On Front Street, Public Works has added signage for “Loading Zone Only – No Parking” on the south side of Front Street, but due to the increased volume of traffic during some events, the intersection of Front and Page can be congested at times still. Public Works measured and will paint the curb and add additional signage to extend the no parking to 55’ east of the center of the intersection of Front and Page on the south side of the street. This will maintain a small strip of parking, approximately 150’ worth, in front of Comfort Dental Care and Edward Jones for customer parking.

On Sage, a resident of the area brought forth concerns over on-street parking across from the landscape islands causing traffic issues with egress in these one-lane areas. The street is not wide enough in this section to accommodate traffic, and as such becomes congested. This is also a popular bus stop adding to the concern of visibility and pedestrian safety. From the center of the intersection of Northfield and Sage, travelling 500’ north, should be designated as no parking.

Both of these issues have been before the Transportation Committee and have received support from that body.

ATTACHMENTS:

Ordinance Amending Section 15.07 (B)

ORDINANCE NO. 2024 - XXX

An Ordinance Amending Section 15.07(B) of the Harvard Municipal Code Regarding the No Parking on Front Street and Sage Lane

WHEREAS, the Mayor and City Council of the CITY OF HARVARD have the authority to regulate the parking and standing of vehicles on the street as necessary for the safety and welfare of the public; AND

WHEREAS, the Mayor and City Council of the CITY OF HARVARD believe it is necessary for the safety and welfare of the public to regulate the parking of vehicles on Front Street as provided herein;

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

SECTION 1: Section 15.07 (B), Traffic Regulations, of the Harvard Municipal Code shall be amended to add the following to the current version of Section 15.07(B) as follows:

15.07(B) NO PARKING LOCATIONS

Front Street	both side of street between Diggins Street and Page Street; north side from Eastman Street to Page Street; south side from the center of Page intersection ending 55' east; and south side from Johnson Street to Division Street
Sage Lane	Both sides of the street adjacent to the center median, measuring 500' north from the center of the intersection of Sage and Northfield

SECTION 2: If any section, paragraph, subdivision, clause, sentence or provision of this Ordinance shall be adjudged by any Court of competent jurisdiction to be invalid, such judgment shall not affect, impair, invalidate or nullify the remainder thereof, which remainder shall remain and continue in full force and effect.

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

SECTION 4: This Ordinance shall be in full force and effect upon its passage, approval and publication in pamphlet form (which publication is hereby authorized) as provided by law.

Aye:

Nay:

Absent:

Abstain:

APPROVED:

Mayor Mike Kelly

(SEAL)

ATTEST: _____
City Clerk Lori Moller

Passed: April 23, 2024

Approved: April 23, 2024

Published: In Pamphlet Form
Z:\H\HarvardCityof\Ordinances\ILVehicleCode.adoption.doc

CERTIFICATION

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

I do hereby further certify that at a regular meeting of the Mayor and Aldermen of the City of Harvard, held on the 23rd day of April, 2024, the foregoing Ordinance entitled *An Ordinance Amending Section 15.07(B) of the Harvard Municipal Code Regarding the No Parking on Front Street*, was duly passed by the Mayor and Aldermen of the City of Harvard.

The pamphlet form of Ordinance No. 2024-XXX, 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 23rd day of April, 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 _____, 2023.

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

(SEAL)

ORDINANCE NO. 2024 -

An Ordinance Amending Section 13C.05(A) Water and Sewer User Service Rates, Charges

BE IT ORDAINED by the Mayor and Aldermen of the CITY OF HARVARD, McHenry County, Illinois, as follows:

SECTION 1:: That Chapter 13C.05(A) Water and Sewer User Service Rates shall be amended to read as follows:

13C.05 WATER AND SEWER USER SERVICE RATES, CHARGES

- A. Rates, Charges Established: There shall be, and there are hereby established, rates and charges for the use of and for the service supplied by the City’s combined waterworks and sewerage system. Except as otherwise provided herein, said charges shall be based on the amount of metered water usage read to the lowest increment of 100 cubic feet. In addition to the metered water usage charge there shall be a maintenance fee and infrastructure fee, which is determined by the amount of revenue funds required for the principal and interest payments due for all outstanding bonds authorized and issued by the City for financing improvements to the system. The charges and fees, as well as the maintenance fee and infrastructure fee, shall be billed every two months are set as follows:

PER UNIT CHARGES	Effective 5/1/2024	Effective 5/1/2025	Effective 5/1/2026
Water/Sewer Unit Charge (per 100 Cubic Feet)	\$ 9.88	\$ 10.47	\$ 11.10
Water Only Unit Charge (per 100 Cubic Feet)	\$ 4.92	\$ 5.22	\$ 5.53
MINIMUM CHARGES up to 267 Cubic Feet - Sewer Only Charges			
Sewer only residential users - per billing period	\$ 57.69	\$ 61.15	\$ 64.82
Sewer only commercial users - per billing period	\$ 360.47	\$ 382.10	\$ 405.03
Private Pumping Station Fee - per billing period	\$ 63.12	\$ 66.91	\$ 70.93
PER UNIT CHARGES - After 267 Cubic Feet			
FLAT FEES - REQUIRED OF ALL WATER & SEWER USERS			
State Licencing Fee (EPA)	\$ 1.06	\$ 1.06	\$ 1.06
Maintenance Fee	\$ 20.00	\$ 22.00	\$ 25.00
Infrastructure Fee	\$ 35.00	\$ 35.00	\$ 35.00

SECTION 2: Section 13C.08 Water & Sewer User Service Rates, Charges of the Harvard Municipal Code shall be amended to delete Section 13C.08.E, with regard to the \$5 fee for account transactions.

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

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

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

Aye:

Nay:

Absent:

Abstain:

APPROVED:

Mayor Michael P. Kelly

(SEAL)
ATTEST: _____
City Clerk Lori Moller

Passed:

Approved:

Published: In Pamphlet Form

CERTIFICATION

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

I do hereby further certify that at a regular meeting of the Mayor and Aldermen of the City of Harvard, held on the 23rd day of April, 2024, the foregoing Ordinance entitled *An Ordinance Amending the Water and Sanitary Sewer User Charges* 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 _____ day of April, 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 seal of the City of Harvard this _____ day of _____, 2024.

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

(SEAL)

CITY OF HARVARD
FUND BALANCE POLICY
APRIL 30, 2024

I. OVERVIEW:

The Purpose of this policy is to establish the principles and parameters to which a Fund Balance Target will be defined at the beginning of each budget period. The intent of this policy is to establish a minimum level at which projected end-of-year fund balance/net assets must observe, as a result of the constraints imposed upon the resources reported by the governmental funds. This policy is established to provide financial stability, cash flow for operations, and the assurance that the City of Harvard (City) will be able to respond to emergencies with fiscal strength.

Fiscal sustainability is the City's first priority, while also building funds for future growth. It is essential to maintain adequate levels of fund balance/net assets to mitigate current and future risks and to ensure tax rates. Fund balance/net asset levels are also crucial considerations in long-term financial planning.

II. DEFINITIONS:

Governmental Funds: This fund is used to account for all or most of the City's general activities, not accounted for in another Fund. The Fund balance consists of three primary categories:

- A. Non-Spendable Fund Balance: The portion of a Government Fund balance not available to be spent, either in the short-term or the long-term, or through legal restrictions (e.g., inventories, prepaid items, land held for resale).
- B. Restricted Fund Balance: The portion of a Government Fund balance subject to external, enforceable legal restrictions (e.g., grantor, property tax levies).
- C. Unrestricted Fund Balance: The available, expendable financial resources in a Governmental Fund that is not the object of a tentative management plan.

Some funds are funded by a variety of resources, including both restricted and unrestricted funds defined above. The City assumes that the order of spending fund balance is as follows: restricted, committed, assigned and unassigned.

Proprietary Funds: These funds include enterprise and internal service funds. The net assets will be composed of three primary categories:

- A. Invested in Capital Assets, Net of Related Debt: The portion of a proprietary fund's net assets that replaces the fund's net investment in capital assets, less any amount of outstanding debt related to the purchase/acquisition of said capital assets. Related debt, for this purpose, includes the outstanding balances of any bonds, mortgages, notes or other borrowings that are attributable to the acquisition, construction, or improvement of capital assets of the Government.

- B. Restricted Net Assets: The portion of a proprietary fund's net assets that are subject to external enforceable legal restrictions (e.g., grantor, contributor, or bond covenants).
- C. Unrestricted Net Assets: The portion of a proprietary fund's net assets that is neither restricted nor invested in capital assets (net of related debt).

III. AUTHORITY:

Governmental Funds

- A. Committed Fund Balance: A self-imposed constraint on spending the fund balance must be approved by ordinance or resolution of the City Council. Any modifications or removal of the self-imposed constraint must use the same action used to commit the fund balance. Formal action to commit the fund balance must occur before the end of the fiscal year.
- B. Assigned Fund Balance: A self-imposed constraint on spending the fund balance based on the City's intent to use the fund balance for a specific purpose. The authority may be delegated to members of the management team by the City Council.

IV. MINIMUM UNRESTRICTED FUND BALANCE LEVELS:

Government Funds

A. General Fund

- 1. Purpose: This is a major fund and the general operating fund of the City. It is used to account for all activities that are not accounted for in another fund.
- 2. Fund Balance: Unrestricted fund balance target should represent no less than three (3) months of operating expenditures. A fund balance above six (6) months of operating expenditures may be transferred to other funds, or to capital projects, upon City Council approval.

B. Special Revenue Funds

- 1. Purpose: Used to account for and report the proceeds of specific revenue sources that are legally restricted or committed to expenditures for specified purposes, other than debt service or capital projects.
- 2. Funds and Financing: Special revenue funds are provided by a specific annual property tax levy or other restricted and/or committed revenue sources. Financing may also be received from other charges for services, etc. The City maintains the following eleven (11) Special Revenue Funds:
 - a. Harvard Diggins Library Fund: A major fund, used to account for the financial resources and costs related to the operations of the Library.

Financing is provided by restricted property tax and a portion of Personal Property Replacement Tax collections.

- b. Park Fund: A major fund, used to account for the financial resources and costs related to City parks and recreation programs. Financing is provided primarily by property tax, as well as charges for services.
 - c. Insurance Fund: A major fund, used to account for the financial resources and costs related to the City's liability insurance needs.
 - d. TIF #2 Industrial Park Fund: A fund used to account for the financial resources and debt service payments related to the TIF #2 District.
 - e. Social Security Fund: A fund used to account for payments to the federal government for social security.
 - f. Illinois Municipal Retirement Fund (IMRF): A fund used to account for payments to the municipal pension plan.
 - g. Motor Fuel Fund: A fund used to account for gas taxes restricted to the maintenance of roads.
 - h. Special Recreation Fund: A fund used to account for membership and participation in the Northern Illinois Special Recreation Association.
 - i. Welfare Fund: A fund used to account for donations for the Harvard Food Pantry and the Senior Citizen Center.
 - j. Revolving Loan Fund: A fund used to account for small business loans.
 - k. Economic Development Fund: A fund used to account for community business development.
3. Fund Balances:
- a. Harvard Diggins Library Fund: This fund will be targeted at a minimum level of 25% of annual budgeted expenditures. This will be adjusted annually with the adoption of the annual budget and is calculated at a minimum of three months of expenditures, not including capital, debt service and transfers.
 - b. The remaining funds listed in Section IV, B(2), b-k, have no minimum target fund balance established at this time.

Proprietary Funds

- A. Sewer/Water Enterprise Fund:

1. Purpose: Established to account for and report financial resources that are invested in capital assets, net of related debt, restricted or unrestricted, for future spending related to the fund. The focus of fund measurement is upon determination of operating income, changes in net assets, financial position, and cash flows. The generally accepted account principles applicable are those similar to businesses in the private sector. Enterprise funds are required to account for operations for which a fee is charged to external users for goods or services and the activity (a) is financed with debt that is solely secured by a pledge of the net revenues, (b) has third party requirements that the cost of providing services, including capital costs, be recovered with fees and charges or (c) establishes fees and charges based on a pricing policy designed to recover similar costs.
2. Financing: User fees, debt financing, or grants are used to finance operations, capital outlay and improvements, and debt service requirements.
3. Net Assets: Considered invested in capital assets net of related debt, for amounts capitalized as capital assets, less the outstanding debt related to the acquisition of said assets. Restricted net assets relate to bond covenant reserves as outlined in the bond ordinance. Unrestricted net asset targets should represent no less than three months of operating expenses (excluding debt service and capitalized asset expenses).

B. Internal Service Fund: Not applicable.

V. OTHER CONSIDERATIONS

In establishing the above policies for unrestricted fund balance/net asset levels, the City considered the following factors:

- A. The predictability of the City's revenues and the volatility of its expenditures (i.e., higher levels of unrestricted fund balance may be needed if significant revenue sources are subject to unpredictable fluctuations or if operating expenditures are highly volatile).
- B. The City's perceived exposure to significant one-time outlays (e.g., disasters, immediate capital needs, state budget cuts).
- C. The potential drain upon General Fund resources from other funds as well as the availability of resources in other funds (i.e., deficits in other funds may require a higher level of unrestricted fund balance be maintained in the General Fund, just as, the availability of resources in other funds may reduce the amount of unrestricted fund balance needed in the General Fund).
- D. Liquidity (i.e., a disparity between when financial resources actually become available to make payments and the average maturity of related liabilities may require that a higher level of resources be maintained).

- E. Commitments and assignments (i.e., the City may wish to maintain higher levels of unrestricted fund balance to compensate for any portion of unrestricted fund balance already committed or assigned by the government for a specific purpose).

If any of the above factors change, the City should readdress current unrestricted fund balance/net asset levels to ensure amounts are appropriate.