

**AGENDA**  
**SPECIAL CITY COUNCIL**  
**COMMITTEE OF THE WHOLE MEETING**  
**203 W. DIGGINS ST., HARVARD**  
**WEDNESDAY, JUNE 19, 2024 – 7:00 PM**

1. Call meeting to order
2. Roll Call
3. City Council Committee Realignment and Strategic Vision Task Assignments
4. Strategic Vision – Next Steps
5. Submit Petition to Planning & Zoning Commission for UDO Text Amendments
6. Business Registration
7. Discuss Section 2.05.E, Disturbing Meetings and Section 2.05.F, Public Comment at Meetings regarding rules and procedure
8. Motion to go into Closed Session to discuss Section 2(c)(1), Personnel and Section 2(c)(5), Purchase or Lease of Real Estate
9. Motion to Come Back into Open Session
10. Options for Action Concerning Closed Session Discussion on the Purchase or Lease of Real Estate.
11. Adjourn

(65 ILCS 5/6-4-7) (from Ch. 24, par. 6-4-7)

Sec. 6-4-7. Mayor - Powers and duties.

The powers and duties of the mayor shall be:

(1) To enforce the laws and ordinances within the municipality;

(2) To appoint and remove his administrative assistants, budget and finance director, heads of all departments, and to appoint and remove all other officers of the municipality, commissions, boards and agencies, except those covered by the civil service act in municipalities which have adopted said act and except as provided in Section 6-4-14. No appointment shall be made upon any basis other than that of merit and fitness and in compliance with provisions of this act and with qualifications established by the city council.

(3) To exercise control of all departments and divisions thereof created in this Article 6, or that may be created by the council;

(4) To attend all meetings of the council with the right to take part in the discussions, but with no right to vote, except as authorized in Section 6-4-5;

(5) To recommend to the council for adoption such measures as he may deem necessary or expedient;

(6) To perform such other duties as may be prescribed by this Article 6 or may be required of him by ordinance.

(Source: P.A. 76-746.)

## **Committees & Committee Oversight**

Topics such as Grants, and Ordinances will originate in the committee that relates to the cognizant oversight.

### Finance Committee (Formerly Administration Committee)

- Finance
- Ordinances (not directly related to duties of other committees)

### Community Development

- Building issues
- Public Properties
- Zoning/Planning
- Community Relations
- Community Outreach

### Parks and Recreation

- Park and Recreation Programs
- Aquatic Center
- Long Term Park and Recreation Planning
- Duties as defined in Section 5.04E
- Bike Paths (in coordination with Infrastructure Committee projects only)

### Infrastructure (formerly Transportation Committee)

- Long Term Transportation Planning
- Sidewalk Planning and Construction
- Road Signage
- Streets/Alleys Construction
- Pedestrian Safety
- Traffic Studies

### **Guiding Principles:**

The role of the committee is to advise and recommend to the City Council, policies, etc., for approval. Committees serve to ensure that the community members remain active in the decision-making process and is involved in maintaining an effective and efficient government.

Topics such as “Grants”, “Ordinances” are too broad in scope to be under any single committee and therefore be limited to the scope of the committee’s oversight. Using overly broad terms can create a situation whereby one committee would need to seek another committee’s approval to seek out a grant. It also creates a situation whereby it is not clear which committee the process should begin. The process should be understood that approved recommendations from any one committee flows to the City Council for final ratification or denial.

State and Federal Legislation should be referred directly to the City Council.

The duties of the committee is legislative in nature, similar to that of the City Council. See 65 ILCS 5/6-4-6. Enforcement of the policies as set by the City Council resides in the role of paid staff under the supervision of the mayor. See also, 65 ILCS 5/6-4-7.

Personnel has been removed because the appointed and paid staff fall under 65 ILCS 5/6-4-7.

Enforcement is the sole discretion of the staff under the supervision of the Mayor.

**Strategic Vision topics relegated to the Committee and Selected Staff.**

Finance:

- Invest in technology & website to improve data and access to online services. (EEG)
- Launch a resident survey to inform the City's work & decision making. (EEG)

Infrastructure: (See "Strong, Reliable Infrastructure")

- Begin Street Improvements with new funding supported by taxpayers. (SRI)

Parks and Recreation:

- Review parks master plan and revise, replace as necessary. (P/R)
- Explore development of indoor space for recreation activities. (P/R)
- Explore development of self-sustaining facilities, e.g., soccer field/facility. (P/R)
- Complete existing park improvement with recently redirected funding support from taxpayers. (P/R).

Community Development:

- Launch a resident survey to inform the City's work & decision making (EEG)
- Review, revise, and adopt economic development plan (TE)
- Establish a best-practice business retention and development plan (TE)
- Improve policy to encourage development of existing subdivisions for middle income housing (HN)
- Develop a downtown master plan (VD)
- Improve incentives for downtown building improvements to encourage development of quality upper-story apartments, e.g. micro-TIFs (VD)
- Develop clear policies & practices for supporting cultural events (AC)

Mayor/City Administration:

- Safe Community
- Create regular programming & communication to support awareness and registration (P/R)
- Build partnerships with library, schools, and other program providers to coordinate programming and space use (P/R)
- Increase information available in Spanish along with translation supports (EEG)
- Review staffing matrix by department & succession planning model (EEG)
- Increase engagement with McHenry County Council of Government (EEG)
- Explore partnerships with neighboring communities to share resources (EEG)
- Improve communication with residents – explore PT communication person. (EEG)

- Explore targeted business development (e.g. aviation, industrial park projects) (TE)
- Partner to build a business incubation program/space (TE)
- Explore incentives to encourage improvements to historical homes & neighborhoods (HN)
- Improve code enforcement to address properties in poor conditions and abandoned properties (HN)
- Complete a housing stock and residential land inventory to inform a residential development & housing plan (HN)
- Use data to inform small business recruitment/retention to downtown spaces (VD)
- Create spaces for performance art or art displays, murals, sculptures. (AC)

Council:

- Increase engagement with McHenry County Council of Government (EEG)
- Track progress milestones & share in communications to residents (EEG)
- Engage in County and regional planning and partnerships (TE)
- Establish a business & economic development advisory board to inform decisions and engage partners (TE)
- Establish an Arts & Culture commission or board to develop a plan. (AC)

## Section 2.05

E. Disturbing Meetings: It shall be unlawful for any person or member of the City Council to interrupt, interfere with or disturb any meeting of the City Council. Any person violating this Section 2.05 shall be subject to a fine as stated in Section 1.14.

F. Public Comment at Meetings  
(Added Ord 2014-121)

Members of the public are permitted to speak at any public, open meeting of the City Council and any other commission, committee, board or other public entity created by or subject to the City's ordinances, subject to the following rules:

1. Individuals wishing to be heard on an item that is not on the agenda may be recognized by the Mayor or Chairperson during the Public Comment portion of each meeting which will generally be held as one of the initial items of business on the agenda but may, by a majority vote of the members of the public body present at a particular meeting, be moved to a different point on the agenda for that meeting.
2. Individuals wishing to be heard on an item that is included in the agenda will be provided an opportunity to speak by the Mayor or Chairperson during the consideration of that item.
3. Public comment may be restricted to no more than three minutes for each individual speaker. The Mayor or Chairperson may permit additional comment in his or her discretion taking into account the number of persons wishing to be heard on a matter and the amount of village business requiring attention.
4. Members of the public may be asked to avoid repeating comments that have already been made, although they may be given the opportunity to indicate that they agree or disagree with an earlier speaker.
5. Members of the public will be required to step forward to the podium and to identify themselves for the record. Members may be asked to provide an address for the record. The Mayor or Chairperson shall require that order and decorum be maintained at public meetings. This includes prohibiting outbursts from the public or other behavior that is disorderly or disruptive to the public business. The Mayor or Chairperson may eject from a public meeting any person who, in the Mayor or Chairperson's sole opinion, disrupts the order and decorum of the meeting or otherwise violates the rules of this Section.
6. Public comment shall be restricted to the portions of meetings which are required to be open to the public under the Open Meetings Act. Nothing in this Section shall be construed to allow public access to or public comment at closed sessions or any other meeting of public officials which is not required to be open to the public under the Open Meetings Act.
7. To the extent necessary, each public body subject to the City's jurisdiction,

ordinances and control, shall adopt the public comment rules of this Section at the first public meeting of each public body following the adoption of this ordinance.