

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

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

Public Comment

None

Approval of Minutes

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

Project Update/Status

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

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

Programs and Events

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

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

Rebuild Illinois Grant

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

Soccer Tournament

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

Budget Discussion

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

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

Recreation Center Survey Update

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

Financial Report

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

Vandalism Report

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

Mayor's Report

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

Supt. Knop's Report

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

New Business

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

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

Submitted by:
Chairman Jay Schulz

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

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