

**PARKS & RECREATION BOARD MEETING MINUTES
MARCH 18, 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, 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: Lavallee, 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 Lavallee, 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 Lavallee