

AGENDA
PARK BOARD MEETING

201 W. DIGGINS ST.

MONDAY, FEBRUARY 26, 2024 - 6:00 pm

1. Roll Call
2. Public Comments
3. Approve Minutes of January 15, 2024
4. Project Status/Update
5. Programs and Events
6. Rebuild Illinois Grant
7. Community Garden Project Grant
8. OSLAD 2024 Grant Application
9. Soccer Tournament
10. Soccer Field Landscaping
11. Mary's Park Equipment Purchase
12. Harvard High School Athletic Department Field Usage Agreements
13. Harvard Jr. Hornets Soccer Fee Waiver Request
14. Discussion on Reallocation of Equipment
15. Vandalism Report
16. Mayor's Report
17. Parks Dept. Report
18. New Business
19. Next Meeting March 18, 2024
20. Adjourn

2024 HARVARD YOUTH CUP SOCCER TOURNAMENT

JULY 27th & 28th
DOUBLE ELIMINATION
21 TEAMS - 3 DIVISIONS
1st|2nd|3rd place Trophies & Medals
U9-U10: 9v9 (18 players per team)
U11-U12: 9v9 (18 players per team)
U13-U14: 11v11 (23 players per team)

FUN for the ENTIRE FAMILY

Bouncy Houses Mechanical Bull
Face Painting Kids Crafts Cornhole
Food Trucks Beer Tent



\$1,200 per team
free for spectators
REGISTER HERE



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

Estimate



Summerview Landscapes, Inc.

ADDRESS

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

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

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

Accepted By

Accepted Date

Diamond Landscape & Construction Services Inc
10712 N US 14
Harvard, IL 60033

INVOICE

280

Bill To:

City of Harvard
Milkyway Park

Date: Feb 18, 2024

Balance Due: \$8,901.25

Item	Quantity	Rate	Amount
Aeration and seeding the 3 lots 65 yards by 45 yards, 80 yards by 55 yards, and 110 yards by 70 yards	1	\$3,600.00	\$3,600.00
Installation of approximately 20 yards of top soil It will be added into the small divots to prevent ankle twisting, the 3 lots 65 yards by 45 yards, 80 yards by 55 yards, and 110 yards by 70 yards	1	\$3,000.00	\$3,000.00
Fertilizing in the the 3 lots 65 yards by 45 yards, 80 yards by 55 yards, and 110 yards by 70 yards	1	\$751.25	\$751.25
Weed control in the 3 lots 65 yards by 45 yards, 80 yards by 55 yards, and 110 yards by 70 yards	1	\$750.00	\$750.00
Lawn rolling in the 3 lots 65 yards by 45 yards, 80 yards by 55 yards, and 110 yards by 70 yards using 3 ton roller	1	\$800.00	\$800.00

Total \$8,901.25

Notes:

This is 1 application

17421 Marengo Rd. Union, IL 60180
 Ph: 888-GET-REIL Fax: 815-923-4303

EQUIPMENT QUOTATION



Quote No	Quote Date
168012	1/16/2024
Salesperson	
Mike Cederlund	

Bill To:	Site Location:
City of Harvard 201 W Diggins Street Harvard, IL 60033 Contact: <u>Mike</u> Phone: (815) 943-6468 Fax: (815) 943-4556 Email: _____	_____ Scope of Work Miracle Equipment Supply with Installation

Notes: Mary Ayers Park

Description	Qty	Rate/Unit	Amount
Miracle_#7186386_Groove II Slide	1.00	2,793.00	2,793.00
Miracle_3.5" Arch Swing Set with 2 Belt Seats & 2 Tot Seats	1.00	5,005.00	5,005.00
Miracle_#718843S_Chin Up Bar	1.00	201.00	201.00
Freight Charges	1.00	1,106.00	1,106.00
Installation of Playground Equipment	1.00	3,250.00	3,250.00
Sourcewell Discount	1.00	-2,399.00	-2,399.00

Subtotal: 9,956.00

Sales Tax (If Applicable) 0.00

Quote Total: \$ 9,956.00

Due to the volatile manufacturing market, the above equipment prices are only valid for 7 days

Lead Times are now extended due to manufacturing delays

Unless otherwise specified the above prices do not include installation or Sales Tax.

TERMS: For those who have established credit with us
 Terms are full payment within 30 days, no retainage, from the date of shipment. Should payment not be received within 30 days, we agree to pay 1 1/2% per month interest on the unpaid balance.

For those who do not have established credit at time of order,
 Orders under \$3,000 require payment in full at time of order, all other orders will be 50% down payment with order and balance prior to shipping.

Should the payment not be received within the above terms, we agree to pay all attorneys' fees and other collection costs, which the seller may incur to insure that this account, including any accrued interest is collected in full.

Accepted by:

City of Harvard Field Usage Agreement

Organization Name: Harvard High School Athletic Department

Contact Person (All communications): Barry Gurvey

Address: 1103 N. Jefferson, Harvard, IL 60033

Email: bgurvey@cusd50.org

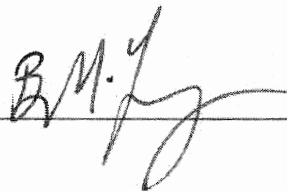
Phone Number: 815-943-6461

Dates: Starting 05 / 21 / 24 Ending 05 / 21 / 24

Multiple Dates: _____

Time Requested: 3pm - 8pm

Location/Fields Lions Park (IHSA Softball Regional)

Signature:  Date: 1 / 31 / 24



City of Harvard Field Usage Agreement

Organization Name: Harvard High School Athletic Department

Contact Person (All communications): Barry Gurvey

Address: 1103 N. Jefferson, Harvard, IL 60033

Email: bgurvey@cusd50.org

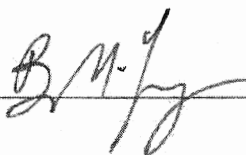
Phone Number: 815-943-6461

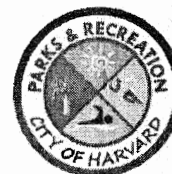
Dates: Starting 05 / 24 / 24 Ending 05 / 24 / 24

Multiple Dates: _____

Time Requested: 3pm - 8pm

Location/Fields Lions Park (IHSA Softball Regional)

Signature:  Date: 1 / 31 / 24



City of Harvard Field Usage Agreement

Organization Name: Harvard High School Athletic Department

Contact Person (All communications): Barry Gurvey

Address: 1103 N. Jefferson, Harvard, IL 60033

Email: bgurvey@cusd50.org


Phone Number: 815-943-6461

Dates: Starting 09 / 10 / 24 Ending 09 / 10 / 24

Multiple Dates: _____

Time Requested: 3pm - 7pm

Location/Fields Milky Way Park (Cross Country Meet)

Signature:  Date: 1 / 31 / 24



City of Harvard Field Usage Agreement

Organization Name: Harvard High School Athletic Department

Contact Person (All communications): Barry Gurvey

Address: 1103 N. Jefferson, Harvard, IL 60033

Email: bgurvey@cusd50.org

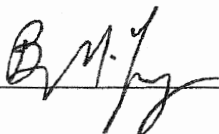
Phone Number: 815-943-6461

Dates: Starting 10 / 08 / 24 Ending 10 / 08 / 24

Multiple Dates: _____

Time Requested: 3pm - 7pm

Location/Fields Milky Way Park (Cross Country Meet)

Signature:  Date: 1 / 31 / 24



City of Harvard Field Usage Agreement

Organization Name: Harvard High School Athletic Department

Contact Person (All communications): Barry Gurvey

Address: 1103 N. Jefferson, Harvard, IL 60033

Email: bgurvey@cusd50.org

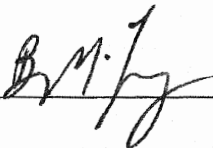
Phone Number: 815-943-6461

Dates: Starting 10 / 19 / 24 Ending 10 / 19 / 24

Multiple Dates: _____

Time Requested: 7am - 12pm

Location/Fields Milky Way Park (Cross Country Meet)

Signature:  Date: 1 / 31 / 24



City of Harvard Fee Waiver Request Form

Name of Organization: Harvard Jr Hornets Soccer

Contact Person: Matt Creviston

Mailing Address: _____

Phone Number: 815-560-1234

Email Address: harvardjrhornets@gmail.com

Location: Milky Way Park

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

Time of Event: Varies

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

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

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

Rachel Peters
Printed Name

Rachel Peters
Signature

2/16/24
Date

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

Eligible for fee waivers:

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

Ineligible for fee waivers:

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

For Office Use Only:

Approved _____

Date _____

Not Approved _____

Harvard Parks and Recreation Department



To: Mayor, City Council, and Lou Leone

From: Lou Leone, City Administrator

Date: February 26, 2024

Monthly Report for Parks and Recreation

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

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

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

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

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

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

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

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

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

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

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

City of Harvard Memo

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

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

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

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

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

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

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

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

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

City of Harvard Memo

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

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

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

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

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