

AGENDA
PARK & RECREATION BOARD MEETING

201 W. DIGGINS ST.

MONDAY, MARCH 18, 2024 - 6:00 pm

1. Roll Call
2. Public Comments
3. Approve Minutes of February 26, 2024
4. NISRA Presentation
5. Harvard Milk Days Fee Waiver Request
6. Healing Hearts with Hooves & Hounds Request to use Milky Way Park on June 29th, 2024, for a Car Show/Craft Vendor Fair
7. Proposed Amendment to 2015 Parks Master Plan
8. OSLAD Grant-Master Plan proposal
9. Programming Fee Structure
10. Discussion on P/R Truck
11. Winter Activities in Milky Way Park (Snowplowing/Snowmobile Trailer Parking)
12. Mayor's Report
13. Parks & Rec Dept. Report
14. New Business
 - a) Permitted shelters for rental
15. Next Meeting April 15th, 2024
16. Adjourn

City of Harvard Fee Waiver Request Form

Name of Organization: Harvard Milk Days Inc.

Contact Person: Natalie Andrews, President

Mailing Address: 201 W. Diggins St., PO Box 325 Harvard, IL 60033

Phone Number: 815 943-4614 815 378-7760

Email Address: info@milkdays.com

Location: Milky Way Park

Date(s) of Event: Annual Milk Day Festival - 1st full weekend of June

Time of Event: All weekend

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

Harvard Milk Days is a not for profit organization that has organized the Milk Day Festival for 82 years. A waiver of the park shelter reservation fees helps to control the costs for all participants. Historically, Milk Days has used proceeds from the festival towards a variety of park improvements including the electrical, dairy barn and walking paths which are beneficial to all the different individuals and organizations that utilize the parks.

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.

Natalie C. Andrews Natalie Andrews 3-7-24
Printed Name Signature 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 _____

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

Name of Applicant Natalie Andrews, President
 Name of Organization/Team (if applicable) Harvard Milk Days
 Address of Applicant PO Box 325, 201 W. Diggins St., Harvard
 Phone Number of Applicant: Home/Cell 815 943-4614 E-mail info@milkdays.com
 Date(s) Requested May 31, June 1, June 2, 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 Entire Weekend Expected number to be in attendance 5,000 estimate at any one time
 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 add'l 50 people	<input type="checkbox"/> Park Shelter \$75.00 Groups over 100 fee is \$75 plus \$25 for each add'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:  Date 3-7-24

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

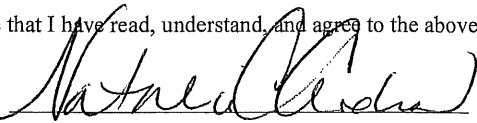
PARK SHELTER/ATHLETIC FIELDS RULES AND REGULATIONS

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

3-7-24

**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

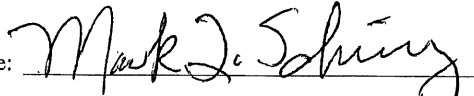
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Applicant's signature:  Date March 7, 2024

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

COPIES:

Police Dept Parks Dept Pool

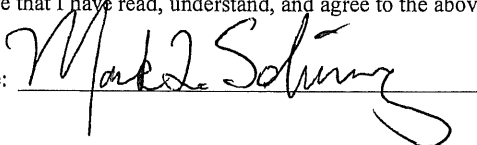
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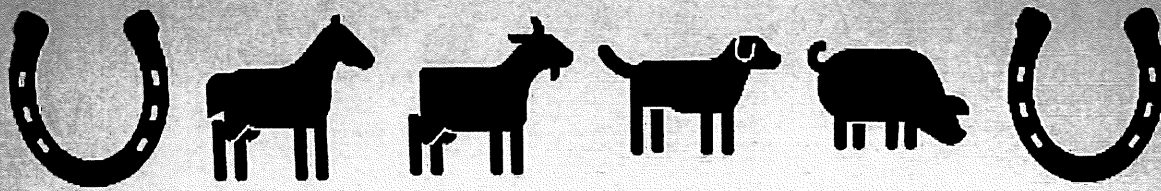
I hereby acknowledge that I have read, understand, and agree to the above terms of the Park Shelter/Athletic Fields Rules and Regulations.

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

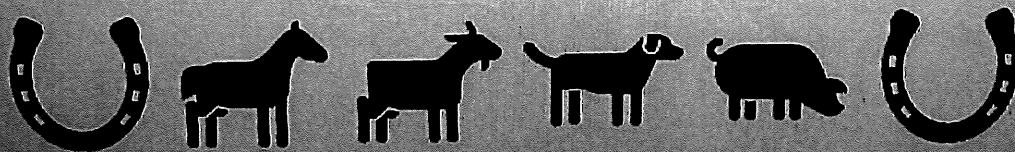
Where: Milky Way Park, Harvard, IL

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 search
3 depends on
admissions

FOOD TRUCKS

The following is the current excerpt from page 28 of the Park System Master Plan.

Milky Way Park: This park functions as the major sports park for the community, hosting football and soccer league activities and serving as a secondary site for boys baseball and girls softball games/practices. Improvement of all of these athletic fields is needed in some form. Lighting of a combination football/soccer field is also desirable. A lit baseball/softball field would also be desirable. Upgraded user amenities such as a refreshment stand, better signage, paths & trails, etc.

Suggested amended paragraph.

Milky Way Park: This park functions as the primary community park for the city. It hosts the football and soccer league activities. It serves as a site for boys' baseball and girls softball games/practices. It is the location of the annual Milk Days festivities. The following are recommended physical improvements for the park.

1. For safe play renovate all the athletic field playing surfaces.
2. Extend programming abilities by providing lighting for a combination football/soccer field.
3. Upgraded user amenities such as a back stops, goals, circulation paths, seating etc.
4. Develop measured distance walking paths to accommodate walking for fitness.
5. Provide directional and informational signage for the park facilities.
6. Link the park circulation system to the McHenry County Conservation District's Stone Mill Trail.
7. Link the park circulation system to the neighborhood to the east to provide walking and cycling links.
8. Expand the park to the east to accommodate the demand for more youth and adult size soccer fields.
9. Develop pickleball courts to address the demand for active senior recreation.
10. Develop open space opportunities within the park into native landscape restoration areas for pollinators.
11. Renovate the playground to meet inclusion standards.



CHRISTOPHER B. BURKE ENGINEERING, LTD.

9575 West Higgins Road Suite 600 Rosemont, Illinois 60018 TEL (847) 823-0500 FAX (847) 823-0520

March 7, 2024

City of Harvard
201 West Diggins Street
PO Box 310
Harvard, IL 60033

Attention: Lou Leone
City Administrator

Subject: OSLAD Grant/Milky Way Park Master Plan
CBBEL Job #: 110001.00103

Dear Mr. Leone:

At your request, we offer this proposal to complete a Master Park Plan for Milky Way Park and assist the City in completing the necessary steps required prior to submitting an application for an Open Space Lands Acquisition and Development (OSLAD) grant. Our detailed scope of work and fee summary are located below.

SCOPE OF WORK

Task 1 Meet with Staff and Evaluate the Existing Facility

CBBEL Staff will visit the project site and meet with City staff to understand the current facility uses and how the City sees the Park being used in the future. CBBEL will obtain from the City any relevant base information concerning the park site such as the plat of survey, existing utility locations, relevant sports field dimensions and requirements, etc.

Task 2 Prepare a Base Plan

Utilizing information obtained from the city and other resources, CBBEL Staff will prepare a base plan of the project site.

Task 3 Prepare Draft Conceptual Plan and Estimate

Utilizing the base information obtained in Task 1 along with the staff's ideas, CBBEL will prepare a draft concept plan. The concept plan will be to scale and accurately illustrate all existing and future elements and their arrangement within the park site. Associated with the plan, CBBEL will prepare a general estimate of the proposed improvements.

CBBEL will meet with the City Staff to present the concept plan and obtain feedback and direction. CBBEL will attend a City of Harvard Parks & Recreation Committee Meeting to present the plan and gain committee approval.

Task 4 Prepare Final Concept Plan

CBBEL will revise and refine the concept plan and estimate based upon comments received from staff and the Parks & Recreation Committee.

Task 5 Present Final Concept plan at a Community Meeting

CBBEL will assist staff in the presentation of the final concept plan at a Community Meeting. The City will arrange for a community meeting at City Hall. The City will prepare a public notice to be placed on City website and other means determined by the City. CBBEL will prepare one exhibit in electronic format to be used in City Council Chambers using City's electronic presentation system. Meeting will be one hour in length, with presentation given by CBBEL (2 employees) and Q&A session afterwards (at least 2 City staff). No handouts are included.

Task 6 Revise Concept Plan based on Public Comments

CBBEL will revise and refine the final concept plan and estimate based upon the public comments received from the community meeting, as directed by the City. The City will then obtain City Council Approval based upon the recommendation from the Parks & Recreation Committee and any plan revisions from the Public Community Meeting. The City Council will need to provide approval of the master plan and give authority for City Administrator to apply for an OSLAD grant. CBBEL will not attend or give a presentation at the City Council Meeting.

Task 7 Present Park Improvement Plan to the City Council

CBBEL will assist staff in the preparation of the OSLAD Grant application.

Assist in the preparation of the Project Narrative Statement.

Prepare the location map and directions to the project site (Attachment 2)

Prepare the development plan (Attachment 3)

Prepare playground drawings (Attachment 4)

Prepare the Premise Plat Map (Attachment 5)

Provide the FEMA Flood Map (Attachment 7)

Complete the Environmental Assessment Statement & CERP Form

FEE SUMMARY

The staff hours required to complete this project and associated fee can be found on the attached spreadsheet.

All work performed under this proposal will be in accordance with the Standard Charges and General Terms and Conditions previously approved as part of the September 12, 2022, General Consultant Contract.

Please sign and return one copy of this agreement as an indication of acceptance and notice to proceed. Please feel free to contact us anytime.

Sincerely,



Michael E. Kerr, PE
President

THIS PROPOSAL ACCEPTED FOR THE CITY OF HARVARD:

BY: _____

TITLE: _____

DATE: _____

Harvard - OSLAD Grant/Milky Way Park Master Plan

Task	Description	Landscape Architect \$152	Engineer V \$191	Total Hours	Fee \$
Phase II Engineering Services					
1	Meetings/Site Visit	6	3	9	\$1,485
2	Prepare Base Plan	14	2	16	\$2,510
3	Prepare Draft Concept Plan with Estimate	48	8	56	\$8,824
4	Prepare Final Concept Plan	16	2	18	\$2,814
5	Prepare/Attend Public Community Meeting	5	5	10	\$1,715
6	Complete Master Plan	16	4	20	\$3,196
7	Assist City w/OSLAD Grant Application	40	8	48	\$7,608
TOTAL		145	32	177	\$28,152
Total Not-to-Exceed Fee =					\$28,152

CHRISTOPHER B. BURKE ENGINEERING, LTD.
STANDARD CHARGES FOR PROFESSIONAL SERVICES
JANUARY, 2016

<u>Personnel</u>	<u>Charges*</u> <u>(\$/Hr)</u>
Principal	257
Engineer VI	232
Engineer V	191
Engineer IV	152
Engineer III	138
Engineer I/II	109
Survey V	213
Survey IV	180
Survey III	153
Survey II	111
Survey I	87
Engineering Technician V	180
Engineering Technician IV	146
Engineering Technician III	131
Engineering Technician I/II	114
CAD Manager	159
Assistant CAD Manager	139
CAD II	138
CAD I	108
GIS Specialist III	132
GIS Specialist I/II	73
Landscape Architect	152
Environmental Resource Specialist V	195
Environmental Resource Specialist IV	150
Environmental Resource Specialist III	126
Environmental Resource Specialist I/II	103
Environmental Resource Technician	99
Administrative	98
Engineering Intern	59
Information Technician III	116
Information Technician I/II	107

Direct Costs

Outside Copies, Blueprints, Messenger, Delivery Services, Mileage Cost + 12%

*Charges include overhead and profit

Christopher B. Burke Engineering, Ltd. reserves the right to increase these rates and costs by 5% after December 31, 2016.



Harvard Parks and Recreation Department

To: Mayor, City Council, and Lou Leone

From: Lou Leone, City Administrator

Date: March 18, 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: Staff recommends that the 2022 Ford be moved to surplus and sold at auction with a recommended reserve of \$30,000.00. As a reminded, the 22 Ford was originally purchased for \$28,900.00. Any funds received would be put in the money market account.

Pool Season: Once again the pool and pool house are being prepared for the 2024 season. Darrell and Emanuel have begun repair/prep work on the facility. I will be meeting with Jason Davidson, the pool manager, on March 25th to discuss staffing needs, etc. In addition, I am looking to lower the costs for concessions as well as adjusting prices for items. The emphasis will be on data collection this summer so we can better prepare for the 2025 season.

Community Garden Grant: I am working on getting the community garden project completed. The plan is to have this done by end of March and available for rent.

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 que. This project can now move forward this summer.

NISRA: I have received a request for four programs this summer. Please see attached.

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.

Interviews: As of the writing of this memo, the first round of interviews for the new Parks/Rec Superintendent has finished. The Mayor will interview candidates and then the Committee will interview the finalists. We need to discuss availability in the next week to hold a meeting to do the interviews.

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.

FACILITY REQUEST



285 Memorial Drive, Crystal Lake, IL 60014

815.459.0737 Fax: 815.459.0388

After Hours/Weekend: 815.276.6964

Date: 3/5/2024

Facility: Harvard City Hall

City: Harvard

Requested by: Dana Seehafer

Facility: _____

Contact: Lou L

Facility Contact please fill out shaded areas
Return by : 3/15/2024

Facility	Program/Activity	Day(s)	Date(s)	# of weeks	Time	Room/Equipment	Est. # of People	Fee (if applicable)	Approved
Harvard	Water Aerobics	Thurs	June 13-July 25	6	7-7:45pm	area in pool, locker room, LG	10	no July 4	
Harvard	Summer Sports Series	Thurs	June 13-July 25	6	5:45-6:30pm	Shadow Creek Park	6	no July 4	
Harvard	Game Show Showdown	Tuesdays	June 11-July 23	7	5:45-6:30pm	Community Room	8		
Harvard	Swim Skills	Tuesdays	June 11-July 23	7	7-7:30pm	area in pool, locker room, LG	5		

Do you have general liability insurance? Yes _____ No _____

Do you store any hazardous materials on/at this site? Yes _____ No _____

If yes, where do you keep your SDS sheets? _____

Approved by: _____

Phone: _____

Date: _____

After Hours Contact: _____

Phone: _____

Please provide a phone number to contact in case the facility is not open or if there are other concerns

Facility Contact E-mail: _____

To provide written confirmation for our staff please sign the form or provide your own facility receipt and return to:

Dana Seehafer dseehafer@nisra.org Fax: 815.459.0388