

**AGENDA**  
**PARK & RECREATION BOARD MEETING**  
**201 W. DIGGINS ST.**

**MONDAY, APRIL 15, 2024 - 6:00 pm**

1. Roll Call
2. Public Comments
3. Approve Minutes of March 18, 2024 & April 4, 2024
4. Harvard OCTAVE Fee Waiver Request
5. Healing Hearts with Hooves & Hounds Request to use Milky Way Park on June 29th, 2024, for a Car Show/Craft Vendor Fair
6. Jefferson School request for free pool passes for Family Fun Night
7. Mayor's Report
8. Parks & Rec Dept. Report
9. New Business
10. Next Meeting May 20<sup>th</sup>, 2024
11. Adjourn

## City of Harvard Fee Waiver Request Form

Name of Organization: Harvard OCTAVE

Contact Person: Tony Kelley

Mailing Address: 1210 Magnolia St, Harvard, IL 60033

Phone Number: (815) 334-7021

Email Address: tkelley@harvardoctave.org

Location: Lion's Park Large Shelter

Date(s) of Event: 7/20/2024

Time of Event: 3:00 PM

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

Since we are a not-for-profit community organization, and we are doing this performance on behalf of the Harvard Parks dept., we feel that we should be relieved of the fee. We will be bettering the community, and bringing the City of Harvard together, creating a wonderful atmosphere for all ages.

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.

Tony Kelley  
Printed Name

Tony Kelley  
Signature

3/25/2024  
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 Tony Kelley

Name of Organization/Team (if applicable) Harvard OCTAVE

Address of Applicant 1210 Magnolia St, Harvard, IL 60033

Phone Number of Applicant: Home/Cell (815) 334-7021 E-mail tkelley@harvardoctave.org

Date(s) Requested Saturday, July 20th, 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 3 Expected number to be in attendance 35 (Ensemble Members)

Athletic Location Requested (if applicable) \_\_\_\_\_

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
<b>THE SECURITY DEPOSIT FOR THE PARK SHELTERS IS AS FOLLOWS</b>	
<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
<input checked="" type="checkbox"/> 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: Tony Kelley

Date 3/23/24

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

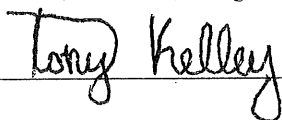
**PARK SHELTER/ATHLETIC FIELDS RULES AND REGULATIONS**

**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 3/23/24

**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

RESIDENT FEES	NON-RESIDENT FEES
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Applicant's signature: Mark J. Schuring

Date March 7, 2024

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

COPIES:

- Security deposit refunded
- Permission to shred check after event

- Police Dept
- Parks Dept
- Pool

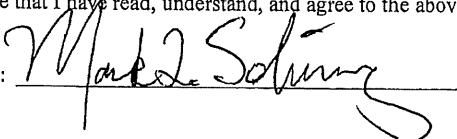
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Applicant's signature: \_\_\_\_\_



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](mailto:hkhkelly75@gmail.com) for car  
show info.





DOG  
PARK

TRUCKS

Depends on  
How many  
trucks  
enter

TRUCKS

BIKES

FOOD TRUCKS

CARS

CARS

CARS

CARS

2 Row search or  
3 depends on  
admissions



**Lori Moller**

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**From:** Lou Leone  
**Sent:** Thursday, April 11, 2024 3:56 PM  
**To:** Lori Moller  
**Subject:** FW: Harvard Pool

Best regards.

Lou Leone  
City Administrator  
201 West Diggins Street  
Harvard, Illinois 60033  
Phone: (815)943-6468 ext. 103  
Cell: (815)839-3031  
Fax: (815)943-4556



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**From:** Megan Sanchez <msanchez@cusd50.org>  
**Sent:** Thursday, April 11, 2024 1:18 PM  
**To:** Lou Leone <Leone@cityofharvard.org>; Rebecca Adams <radams@cusd50.org>  
**Subject:** Harvard Pool

Hello Becca and Lou,

I wanted to formulate an email so both of you had contact information. Becca is the principal at Jefferson Elementary that is putting together their Family Fun Night. Lou is currently running the city of Harvard Parks and Rec Department.

In the past the Parks and Rec Dept had a table at our Family Fun Night with information about activities going on during the summer as well as about the pool.

Also Becca if you would like to get some free pool passes as incentives for your students to earn or some sort of raffle you would request them from Lou by tomorrow since he will be having the Parks and Rec Meeting on Monday. Could you let him know how many you would like?

Hopefully this helps. Let me know if either one of you needs anything further from me.

Thank you,



Megan Sanchez  
 HHS Attendance Secretary  
 815-943-6164 Ext. 23021  
 Direct Line: 815-770-0880  
[msanchez@cusd50.org](mailto:msanchez@cusd50.org)  
[www.cusd50.org](http://www.cusd50.org)  
 [Social media icons for Facebook, Twitter, Instagram, and YouTube]

# Harvard Parks and Recreation Department



To: Mayor, City Council, and Lou Leone

From: Lou Leone, City Administrator

Date: April 15, 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 10<sup>th</sup> and be gone the Monday after the event ends. This year they will be focusing on electronic recycling.

**Truck:** City Council approved sending the 2022 Ford to auction. We plan to have it posted by Monday April 15<sup>th</sup>.

**Pool Season:** Preparations have begun for 2024 season. Emanuel has completed several maintenance projects for both interior and exterior. We have started hiring lifeguards and supplies are slated to be ordered by end of month.

**Community Garden Grant:** I am working on getting the community garden project completed.

**Rebuild IL Grant:** Grant was approved. Grant agreement has been submitted. Waiting on the funds to be sent from the State.

**NISRA:** Nothing to report this month.

**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.

**New Superintendent:** An offer has been made and accepted. Expected started date is June 3<sup>rd</sup>.

**Beloit Sky Carp:** Met with Zach Brockman, President of the Beloit Sky Carp. We are working on a "City of Harvard Day" at the stadium along with programs for the baseball leagues. Working on programs to bring attention to both organizations.

**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.