

AGENDA
PARK & RECREATION BOARD MEETING
203 W. DIGGINS ST.

MONDAY, MAY 20, 2024 - 6:00 pm

1. Roll Call
2. Public Comments
3. Public Hearing Concept Plan for Milky Way Park
4. Discussion Milky Way Park Concept Plan
5. Approve Closed Session Minutes of April 4, 2024
6. Approve Minutes of April 15, 2024
7. Men's Soccer League
8. Fee Waiver Requests
 - a) Harvard Boys League
 - b) HERS League, pending receipt of form
 - c) Men's Soccer League, pending receipt of form
9. Mayor's Report
10. Parks & Rec Dept. Report
11. New Business
12. Next Meeting June 17, 2024
13. Adjourn

City of Harvard Fee Waiver Request Form

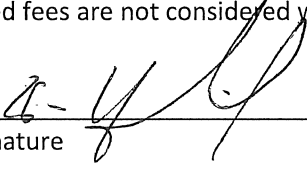
Name of Organization: HARVARD BOYS LEAGUE
Contact Person: DAVE HELMGTD
Mailing Address: 308 N. JOFFERSON ST. HARVARD, IL 60033
Phone Number: (815) 245-9530
Email Address: DAVEHELMGTD@YAHOO.COM
Location: HARVARD MOOSE ATHLETIC FIELDS
Date(s) of Event: JULY 13TH, 2024
Time of Event: 9:00 AM - 9:00 PM

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

WE ARE NOT FOR PROFIT. RAISING MONEY
FOR KIDS/FACILITY.

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.

DAVE HELMGTD
Printed Name


Signature

5/13/24
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 _____
Not Approved _____

Date _____

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

Name of Applicant DAVE HELMETS
 Name of Organization/Team (if applicable) HARVARD BOYS LEAGUE
 Address of Applicant 308 N. Jefferson St., Harvard IL 60033
 Phone Number of Applicant: Home/Cell (815) 245-9530 E-mail DAVEHELMETSRLC@YAHOO.COM
 Date(s) Requested JULY 13TH
 (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 9:00 AM - 9:00 PM Expected number to be in attendance 150
 Athletic Location Requested (if applicable) HARVARD MOOSE ATHLETIC FIELDS

RESIDENT FEES	NON-RESIDENT FEES
<input checked="" 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 checked="" 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
<input checked="" type="checkbox"/> 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: [Signature] Date 5/13/24

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

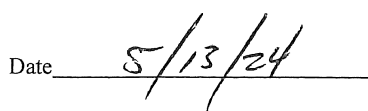
1. City parks open from sunrise to sunset.
2. All reservation fees and deposits must be paid upon application for any park facility, otherwise the facility will not be held for the group. Reservations are not final until payment is received and proper documentation is made. Reservations must be made 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

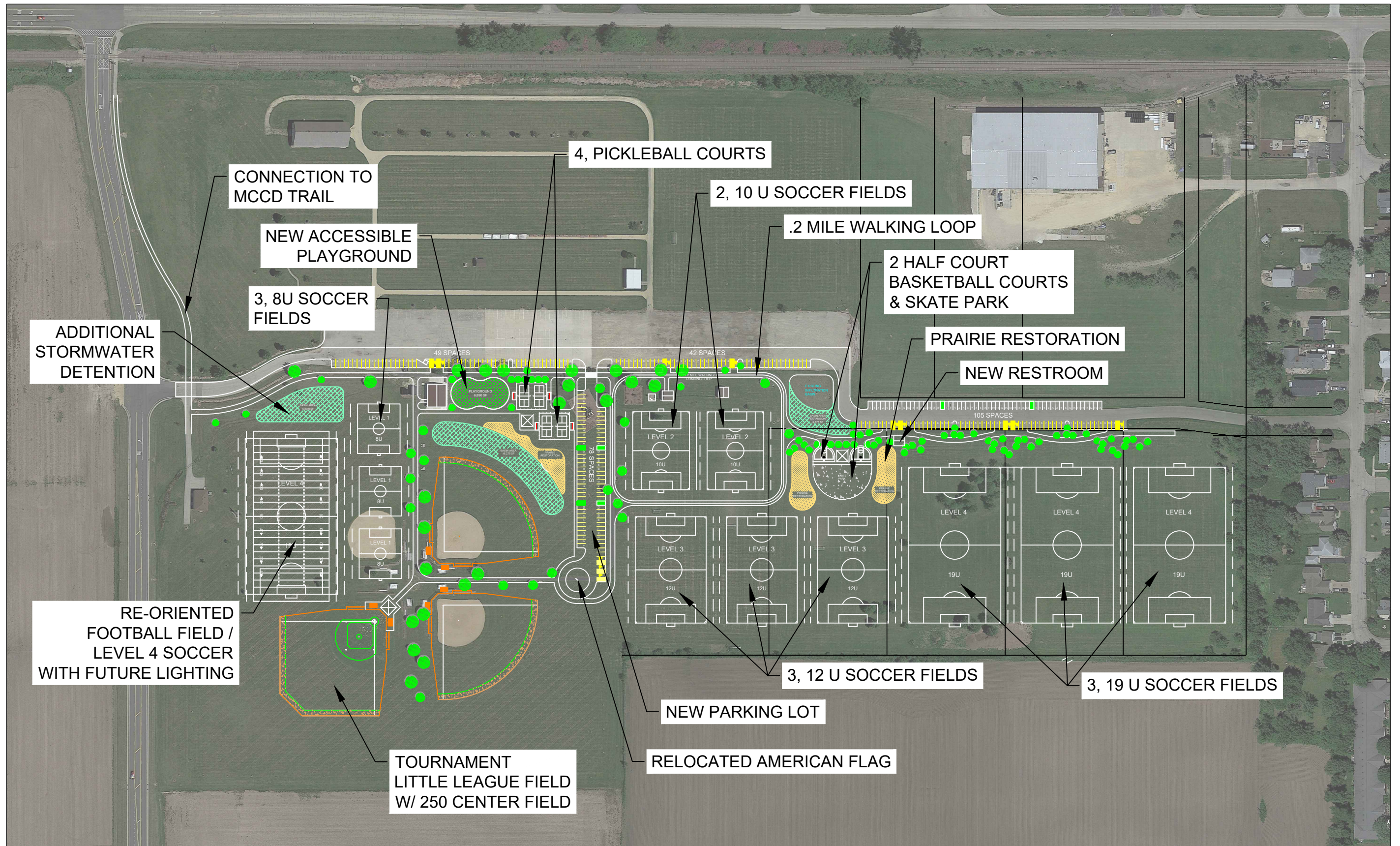
I hereby acknowledge that I have read, understand, and agree to the above terms of the Park Shelter/Athletic Fields Rules and Regulations.

Applicant's signature: _____

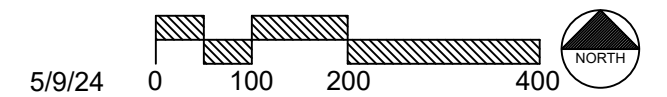
Date _____







Preliminary Concept Plan For
Milky Way Park
 City of Harvard





Harvard Parks and Recreation Department

To: Mayor, City Council, and Lou Leone

From: Lou Leone, City Administrator

Date: May 20, 2024

Monthly Report for Parks and Recreation

Recycling Event: McHenry County Department of Health was held on May 11, 2024.

Truck: Bidding on the '22 Truck did not meet the \$30,000 minimum. The good news, Nunda Township made an offer of \$30,000 right after the auction closed. We have since accepted and sold the truck to Nunda. Doing so also avoided paying auctioneer fees.

Pool Season: Pool information has been posted. Guards have been hired. We have already had our first team meeting. The pool is slated to start filling this past Thursday. I have made arrangements with the City McHenry Pool to have an instructor train the new lifeguards. Pool is slated to open June 3rd.

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: The new superintendent will be starting June 3rd.

Playground Equipment for Mary's Park: The new equipment has been installed at Mary's Park. We are waiting on a part to complete the swing set.

OSLAD Grant: I have reached out to several local organizations to discuss the proposed 2024 OSLAD project. The first of two public hearings will be conducted at the May 20th meeting.