

HARTFORD PARK AND RECREATION BOARD AGENDA

Monday, January 26, 2026

6:30PM – HARTFORD CITY HALL

ROLL CALL

- Tim Weber - President
- Wendy Kuehl – Vice President
- Frank Blaine - Secretary
- Vacant Position
- Duncan Woodhull
- City Council Representative – Keith Carlson
- City Employee Representative – Craig Wagner

1) APPROVAL OF THE AGENDA

2) APPROVAL OF PREVIOUS MINUTES - From December 22, 2025

3) PUBLIC COMMENTS

- a. Public Input of Non-Agenda Items – Comments limited to 5 minutes per speaker
*Action cannot be taken on items discussed unless specifically listed elsewhere on the agenda

4) REPORTS

- a. Updates from Council & Staff Members on non-agenda items

5) OLD BUSINESS

a. Swenson Park

- Concession Stand Discussion
- Maintenance Fee for field usage Discussion
- Advertisement Agreement Update

b. 2026 Budget Items

- Review of 2026 Budget
 - *Lyons Park
 - Playground System for younger kids
 - Pickleball Court
 - Pickleball Practice Board
 - Ag-Lime for Field A
 - *Swenson Park
 - New Entrance Sign
 - Shade Structures & Bleachers
 - 2 score boards
 - Netting between Black Tie and Soccer Fields
 - *Turtle Creek Park
 - Concrete Tee Pads for Disc Course
- *Possible Additions with unallocated funds

c. Review 1-5 Parks Capital Improvement Plan

- Review/Update 1-5 Year CIP
 - *Review Park Master Plan for future planning and development of our 1-5 year park CIP

6) NEW BUSINESS

a. Election of 2026 President

*After Election of the President, they will take the gavel and preside over the rest of the meeting

b. Election of 2026 Vice-President

c. Appointment of 2026 Secretary

*The new president will appoint a secretary

7) OTHER ITEMS

- a. Review Agenda Items for February Meeting

8) ADJOURNEMENT – Next Meeting February 23, 2026

HARTFORD PARK AND RECREATION BOARD-REGULAR MEETING MINUTES
December 22nd, 2025

Park & Recreation Board Meeting called to order:

- **By:** Wendy Kuehl – Vice President
- **Time:** 6:30 PM
- **Location:** Hartford City Hall

ROLL CALL

Board:

- Tim Weber – President
- Wendy Kuehl – Vice President
- Frank Blaine - Secretary
- Kandi Lewin - Absent with Notice
- Duncan Woodhull
- Open - City Council Representative
- Craig Wagner – City Employee Representative – Absent with notice

Others:

- Teresa Sidel

1) APPROVAL OF AGENDA

Motion was made to approve the agenda with date correction for January meeting:

- Motion was made by: Blaine
- Seconded by: Kuehl
- All voted yes, motion carried.

2) APPROVAL OF PREVIOUS MINUTES

Motion: A motion was made to approve Minutes from the November 24th, 2025, meeting:

- Motion was made by: Blaine
- Seconded by: Woodhull
- All voted yes, motion carried.

3) PUBLIC COMMENTS

None

4) Reports

- Sidel reported Mayor is still working on replacement of City Council representative to Park and Recreation Board. The ice rink is ready, but weather conditions have prevented its use. Board members need to RSVP for city Holiday Party.
- Kandi Lewin’s term on Park and Recreation Board is expiring. Open position January 2026.
- Other reports will follow with the agenda items.

5) OLD BUSINESS

a) Swenson Park –

i) Concession Stand Discussion:

(1) Nothing to report.

ii) Maintenance Fee for use of fields: Nothing to report.

iii) Business Advertising via Signage:

(1) Woodhull gave update on contacts with local businesses concerning advertising, will approach more businesses in January.

(2) New contracts will commence for the March 2026.

b) 2025 Budget Items –

i) Swenson Park Parking addition: Parking lot is nearly complete.

ii) Swenson Park Bleachers and Shade Structures: On hold due to weather.

iii) Swenson Park Playset: Nothing to report.

iv) Lyons Park: Roof is on new bathroom structure. Making progress through winter as time allows.

6) NEW BUSINESS

a) Planning and Zoning Board have updated requirements around land set aside for new developments. Forwarding to City Council for approval.

b) Request quoted for Basketball Court Improvements. Maybe seek corporate sponsorship.

c) **Trails:** Will need to investigate grants for additional trails. State DOT may be considering a path along highway 38 from the high school and continuing to Vandermark. Suggested 12th Street to Swenson Park may be a priority for this board.

7) Other Items

a) Agenda Items for Next Meeting

(1) Continue to review and plan around the ISG Parks Development Plan.

(2) Look at possible grants to fund Trail to Swenson Park. Game, Fish and Parks grants have been available in the past.

8) ADJORNMENT

Motion: A motion was made to adjourn the meeting.

Motion was made by: Blaine

Seconded by: Woodhull

Time of Motion: 7:00pm

All voted yes, motion carried.

a) **Next Meeting** – January 26th, 2026

MEETING CERTIFICATION

I, Frank Blaine, Secretary, do hereby certify that the above and foregoing are a true and correct copy of the minutes which are on file at Hartford City Hall.

01/26/26

**Park & Recreation Board
City Administrator/ Report**

Reports

- **Updates from Council & Staff members on non-agenda items:**
 - **Out of Office:** I am out of the office the week of 2/26-2/30 so I won't be at the meeting. I have provided my updates below. If you have any questions, please feel free to email – I'll be checking my email periodically.
 - **Appointments:** At the last city council meeting, Mayor Jones appointed Craig Wagner to be the staff representative on the Board and Keith Carlson as the council representative on the Board. The Mayor plans to appoint Chad Morrison to the Board at the 2/3 city council meeting so his 1st meeting will be in February.
 - **Ice Rink:** Staff continues to monitor the ice but are facing challenges - Just like our previous attempts at an ice rink, we are having a hard time keeping the ice even with the few days of above freezing temps and then colder weather.

Old Business

- **Swenson Park:**
 - **Concession Stand Update:**
 - I received a call from Dave Dershen with the Main Steet Humboldt Bar. He noted that he has operated concession stands in the pass and might be interested and operating ours. I sent him some information and our application form to look over. He did stop this past week but I was in a meeting so the office staff gave him my card and said he can email or call me. I have not heard from him so I plan to touch base again the 1st week in February.
 - **Maintenance Fee for Field Usage (no update):**
 - The board has discussed possibly charging a maintenance fee to the various associations for use of the fields for practices, games and tournaments. Maintenance is a large expense from mowing, striping, aglime, water, etc – approximately \$36k last year (figures from last year enclosed). In general, each association did not oppose some sort of maintenance fee, as long as it is reasonable. We still don't believe Dakota Alliance will pay any fee so this will need further discussion. The Board asked the staff to provide an estimate on the number of players that utilize the field. Please see enclosed information for further discussion. At the Board's September meeting, some discussion was held on utilizing sponsorship funds to help with maintenance.
 - **Advertising Agreements (no update):**
 - So far, we have advertising agreements with Sunshine, Reliabank, Buss Accounting, and the American Truck Store for Banners (all 3-year agreements). I also received an advertising agreement from Cressman Sanitation for a scoreboard sign for next year. Just this week Duncan submitted 3 more agreements from Solid Rock Recruiting, Travis Electric, and Jesse Fonkert so I will follow up on arranging advertising and payment. Duncan also noted that he is still talking with several other entities about advertising at Swenson Park.
- **2025 Budget Items:**
 - In the Packet is a breakdown of funds budgeted to the Park & Recreation Board for park improvements for 2026.
 - **Lyons Park**
 - ❖ Playground System for younger kids: A system for 2-5 year olds has been order and a down payment placed.
 - ❖ Pickleball Court: Funds have been budgeted to erect 2 more or 1 double court this year. The Board may want to have discussion on trying to secure sponsorship again for these courts.
 - ❖ Pickleball Practice Board: The city did receive a small donation for this so it was included in our 2026 budget. We will need to decide what we want to erect and where.
 - ❖ Ag-Lime for Field A: Once the weather gets warmer, the public works department will work on Field A.
 - **Swenson Park**

- ❖ New Entrance Sign: I did receive an updated quote for a new entrance sign to mimic the city's welcome signs. The estimate is \$27,155, which is slightly above our \$26,000 in budget. But the Swenson Family has indicated that they would like to put funds towards a new sign for the park. They did not indicate an amount but if the Board decides on a design/layout, I can go back to the family and see what they would like to donate. Please look at the enclosed proof and let me know if you prefer Option A or Option B for a design. If the Board likes one of these, we can move forward.
 - ❖ Shade Structure & Bleacher: These would be for the ball fields.
 - ❖ Netting between Black tie and the soccer fields: This was discussed to help keep any stray balls from leaving the city property. The Board will need to decide what type, size, etc. of netting you want to look into.
 - Turtle Creek Park
 - ❖ Concrete Pads for Disc Course: We will just need to confirm hole placements and get a quote.
 - Unallocated Funds
 - ❖ There is \$35,500 in unallocated funds in the budget that the Board can talk about using for any other possible projects. One item that Craig would like to discuss is park shelters.
- **1-5 Year Capital Project Plan for Park & Rec:**
 - **Review/Update 1-5 Year CIP:**
 - The 1–5-year capital project plan for Park & Recreation shows possible projects/improvements to the city's park system. Our current park CIP is in the packet for your reference. Item that the Board wanted from last week included:
 1. Quote on new Basketball Court – Craig has estimated this expense at \$37,950 if we replace the court with the same size (45'x75'). If we want to go a little larger (84'x50') then the price estimate is \$45,100.
 2. Quote on entrance sign to Swenson Park - \$26,000 as noted above.
 3. Information on past grants used for Trails – I have provided this information in the packet for the Board to review.

NEW BUSINESS

- **Election of 2026 Board President:** The Board President shall chair all meetings, schedule all meetings, and act as spokesperson for the Board. This position is currently held by Tim Weber. Tim shall call for nominations for president. Nominations need to be in the form of a motion and second, if only one nomination is made, someone will then make a motion to cast a unanimous ballot for that nominee, the motion needs a second and then a vote. If there is more than one nominee, there will then need to be a motion, a second and then a vote on each candidate.
- **Election of 2026 Vice-President:** The Board Vice President will perform the president's duties in the absence of the president. This position is currently held by Wendy Kuiehl. The nomination and voting for vice president is the same procedure as president.

Note – After the president and vice present have been elected, the gavel will be turned over to the new president (if it has changed) for the remainder of the meeting.

- **Appointment of Secretary:** The new president will then have to appoint a secretary for 2026. This position is currently held by Frank Blaine. The secretary is responsible for composing the agenda and taking the minutes.

Park & Rec Board Budget for 2026

Budget Amount **\$ 300,000.00**

\$ 300,000.00

Lyons Park (City Park)

Playground System for younger kids 70,000.00

Pickleball Courts 70,000.00

Pickleball Practice Board 1,000.00

Ag-Lime for Field A 32,500.00

Swenson Park Improvement

New Entrance Sign 26,000.00

Shade Structures & Bleachers 35,000.00

2 Score Boards 25,000.00

Netting between Black Tie & Soccer Fields 3,500.00

Turtle Creek Park

Concrete Tee Pads for Disc Course 1,500.00

Unallocated **35,500.00**

Total Budget Expenses **\$ 300,000.00**

Created Date: 4/4/2025

DESCRIPTION: Custom Monument Sign -Swenson Park-Sports Complex -Double Sided

Bill To: City of Hartford
125 N Main Ave
Hartford, SD 57033
US

Installed: City of Hartford
Teresa Sidel
PO Box 727
Hartford, SD 57033
US

Requested By: Teresa Sidel
Email: cityhall@hartfordsd.us
Work Phone: (605) 528-6187
Tax ID: 1018-1058-rg

Salesperson: Paul Schultz
Entered By: Paul Schultz

NO.	Product Summary	QTY	UNIT PRICE	AMOUNT
1	Custom Monument Sign - -Hartford Park -Double Sided	1	\$27,155.00	\$27,155.00
1.1	Misc - 144"W x 88"H x 33"D Custom Monument Sign -Double Sided Part Qty: 1 Sides: 1 - Retail Price: \$0.00 Text: 144"W x 88"H x 31"D			
1.2	Installation & Boom Truck - Installation with Boom Truck - # of Hours: 2			
1.3	Installation - Installation - # of Hours: 6			
			Subtotal:	\$27,155.00
			Taxes:	\$0.00
			Grand Total:	\$27,155.00

Final electrical connection will be completed by the customers' electrician.
Their electrician will invoice the customer directly.

Signature: _____ **Date:** _____

Due to rapidly changing material pricing, this estimate is valid for 30 days only.

700 N Western Ave Sioux Falls, SD 57104 (605) 357-0018



FASTSIGNS
Make Your Statement™

- S Custom monument sign, double-faced
- P Two color acrylic stucco finish
- E EIFS stone finish on base and column
- C Direct burial installation
- S Foam copy coated into sign face

LAYOUT FOR DESIGN APPROVAL

ATTN: Teresa

DATE: 1.7.2026

INV: 109474

Option A



Option B



PLEASE LOOK OVER PROOF TO VERIFY:

- > Spelling
- > Grammar
- > Quantities
- > Dimensions
- > Colors (specify)
- > Layout

If changes are required, please note on the proof and email back, or please provide changes in your customer portal.

Your approval authorizes order production and payment due to these specifications.

***WE DO NOT AUTOMATICALLY COLOR MATCH artwork files. Files provided to us will be printed "as is." We will be happy to attempt to match specific colors when Pantone color numbers are supplied.

DESIGNER: Gayle

Without approval your sign/project WILL NOT proceed into production.

P: 605.357.0018

700 N Western Ave

Sioux Falls, SD 57104

www.fastsigns.com/415

Parks Recreation - Project Schedule

No	Location	Project	2026	2027	2028	2029	Future
1	City Park	Playground equipment for younger kids	\$70,000				
2	Swenson	New Entrance Sign (Swenson Family to donated a portion)	\$26,000				
3	Swenson	Shade Structures & Bleaches - Field #2	\$35,000				
4	Swenson	Add 2 Scoreboards east fields (Apx \$3,500 Each + Brackets \$2,500 each)	\$25,000				
5	Swenson	Netting along and/or Between Black Tie & Soccer Field (Behind goals - 65'Lx15'H)	\$3,500				
6	Frisbee Golf	Tee Boxes for Frisbee Golf (5'x12' pads - 9 pads)	\$1,500				
7	City Park	Pickleball: Construct 1 Additional Double Courts & Fencing (2 courts)	\$70,000	\$70,000			
8	City Park	Aglime for field A	\$32,500				
9	City Park	Pickleball Practice Board	\$1,000				\$ TBD
		Undesignated	\$35,500				
	City Park	New Basketball Court					\$TBD
	City Park	Pickleball lights					\$TBD
	Swenson	Concession/Restroom for Soccer/Flag Football					\$TBD
	Swenson	Lights for Ball Fields-1 field/year					\$ TBD
	Pool	Pool Upgrade or Replacement					\$ TBD
	Downtown	Closure of 1st Street for Downtown Park					\$ TBD
	Undetermined	Ice Rink for Hockey					\$ TBD
	Trail	Trail within HADFD development by Watertower					\$ TBD
	Trails	Bike Fix-It Stations (look into when we have 5+miles of trail)					\$TBD
	Various	Review of Future Developments of Parks & Bike Trails					\$ TBD
	Various	Nature Plantings around Public Places					\$ TBD
		Yearly Totals	\$300,000	\$70,000	\$0		\$0

Possible Additions: Changing Tables for Restrooms, Awning or Net to protect Swenson Park playground area, park equipment for future Jans Park

Recreation Trail System –

*Transportation Alternative Program Grant (state)– Award maximum is \$600,00 (81.95/18.05 grant), App due in October – The city has discussed applying for this grant for sidewalk improvements

*Recreational Trail Program (GFP)– Award average \$200,000 to \$300,000 (80/20 grant), App due in April

*Land & Water Conservation Fund (GFP) -Award between \$10,000 to \$300,000 (50/50 grant), App due in April

Trail	Year Built	Phase	City Portion of Costs	Material	Total Cost	Total Feet	Est Miles	Cost per Foot
Turtle Creek Trail	2011	1	100% paid by City Funds	Asphalt	\$141,588	3157'	.59	\$44.83
Michael Fitzmaurice Trail	2012	2	80/20 Grant through State Roadway Safety Funds - Trail placed in conjunction with a state project already approved – City share 20%	Asphalt	\$481,014	7958'	1.5	\$60.44
Mike Franken Trail	2014-2019	3&4	80/20 Grant through State Transportation Alternative Program -City share 20%	Asphalt	\$345,042	2325'	.44	\$148.41
Colton Trail	2016	5	64/36 Grant through Minnehaha County – Trail placed in conjunction with a county project already approved - City share 36%	Asphalt	\$202,500	3600'	.68	\$56.25
Proposed Trail	Year Built	Phase	City Portion of Costs	Material	Total Cost	Total Feet	Est Miles	Cost per Foot
Greenway Belt	Never started Designed 2022	6	80/20 RTP grant through the Game, Fish and Parks -City Share 20% **Note – this trail was never completed do to easement issues, grant funding, and rising cost of retaining wall in floodplain	Concrete (Due to Flood issues)	\$290,022-Original Est **Priced increased significantly during the design process	775'	.15	\$374.22 Est