

## Hartford Park and Recreation Board Agenda - Monday January 29, 2024

City Hall- 6:30 PM

- 1) ROLL CALL  
Gail Blocker, Matt Evans, Kandi Lewin  
Chris Woslager (city council representative) & Craig Wagner (city employee representative)
- 2) APPROVAL OF THE AGENDA
- 3) APPROVAL OF MINUTES FROM NOVEMBER 27, 2023
- 4) APPOINTMENTS
  - Appointment of Wendy Kuehl to the Board
- 5) PUBLIC COMMENTS
  - Public Input on Non-Agenda Items
- 6) REPORTS
  - Updates-Council and Staff Members
- 7) OLD BUSINESS
  - Swenson Park – Review Layout & Cost Estimates for Concession/Restroom Facility
  - Discuss Pickleball Courts – Layout, Design, and Possible Sponsorship
  - Review 1-5 Capital Improvement Plan for the Parks and Discuss Cost Estimates and Timeframe
- 8) NEW BUSINESS
  - Election of 2024 President (After Election of the President, they will take the gavel and preside over the rest of the meeting)
  - Election of 2024 Vice-President
  - Appointment of 2024 Secretary (The new president will appoint a secretary)
  - Review 2024 Budget
- 9) OTHER ITEMS
  - Review Agenda Items for February's Meeting
- 10) ADJOURNEMENT- NEXT MEETING FEBRUARY 26, 2024

## HARTFORD PARK AND RECREATION BOARD-REGULAR MEETING NOVEMBER 27, 2023

Vice President Matt Evans called to order the meeting of the Park and Recreation Board at 6:30pm at Hartford City Hall with the following board members present: Gail Blocker, Callie Tuschen, Kandi Lewin, Matt Evans, and Craig Wagner (city staff representative). Josh Mulder and Chris Woslager (city council representative) were absent with notice.

**Approve Agenda:** A motion was made by Lewin and seconded by Tuschen to approve the agenda as set- all voted yes, motion carried.

**Approval of the Minutes:** A motion was made by Lewin and seconded by Blocker to approve the minutes from the October 23, 2023, meeting - all voted yes, motion carried.

**Public Comments:** No public comments on non-agenda items

**Reports:** City Administrator Sidel provided updates in the Board Packet. Wagner reported ordering assorted items for the city parks and recreation areas. Some of which came under budgeted amounts.

**Old Business:** Reviews of plans for a restroom/concession stand were put on hold due to Mulders absence. Sidel did inform the Board that Romtec would allow the use of design and layout at no charge. Discussion of estimates of doing the project by the city was held. City will have the Building Center do a spec sheet on the project and then look into donations of materials. City staff would do the building. Legal and insurance has discouraged having volunteer labor. The plan will be presented to the city council for approval after estimates and plans are obtained by the Board.

Review of 1-5 year capital project list for the parks and recreation. Added an additional parking lot to the NE of fields to the concession/restroom project.

**New Business:** Two new board members will be needed in 2024. Contact Mayor Jones with any names for consideration. A motion was made by Blocker, second by Tuschen to use \$4,000 of 2023 budget funds for permanent pickleball nets - all voted yes, motion carried. A motion was made by Lewin, second by Tuschen, to use \$1,000 of 2023 budget funds for concrete slabs for dugouts in field A – all voted yes, motion carried.

### **Agenda Items for Next Meeting:**

- Concession/restroom review of estimates and plans
- Review 1-5 year CIP for Parks
- 2024 Budget items with estimates
- Election of Officers

### **Next Meeting- January 22,2024**

**Adjournment-** A motion was made by Blocker, second by Tuschen to adjourn - all voted yes, motion carried.

I, Gail Blocker, 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.

1/29/2024

## Park & Recreation Board City Administrator Report

### NON-AGENDA ITEMS:

- Appointments – As you know, the terms for Josh Mulder and Callie Tuschen are up at the end of December so we have 2 open positions on the Board. At the last city council meeting, Mayor Jones appointed Wendy Kuehl to fill one of those positions. If you know of anyone else that may be interested in a Park Board position, please contact the Mayor or myself. The appointments are for a 3-year term.
- Trail Benches – The city currently has 2 trail benches that have been placed along the bike trail (one along Mickelson Road and one on the east side of the nature trail) that can be utilized for a donation. There is one more bench that is currently in the city shop that has not been placed. All other donated benches have been placed at various locations along the trails and have a donation plaque attached.
- Bike Trail Brick Sales – All purchased bricks have been placed on the path by Turtle Creek Park. There are no outstanding brick orders.
- Meeting Dates – A list of 2024 city meeting dates, including the Park & Rec Board meeting dates, has been included in the packet for your reference.

### AGENDA ITEMS:

#### Appointment

- **Appointment of Wendy Kuehl to the Board:** At the last city council meeting, Mayor Jones appointed Wendy Kuehl to the Park & Recreation Board for a 3-year term. Wendy will be filling one of the two vacant seats we have on the Board. An appointment certificate will be presented to her, and she will join the Board at that time.

#### Old Business

- **Swenson Park Update:**
  - As you know, the council has placed \$255,000 in the city's 2024 budget to erect a concession/restroom building at the sports complex. The Board approved a motion to construct a 28'x24' steel structure for a concession/restroom building and to use Romtec layout #2084. Craig has drafted a rendition of this layout, with a few tweaks, which is included in the packet. He has also included a cost estimate for the project. Total cost estimate, which includes fixtures, appliances, counters, outside tables and garbage can, and labor, came to \$275,180. This is over budget, but Craig feels that the electrical and plumbing quotes are higher than actual, and the budget amount was only for the building so council might approve extra funding for the project to encompass everything needed for the project. At the last Board meeting, it was discussed possibly adding in the cost of an additional parking lot to the NE per the Sports Complex Master Plan. This will be a large cost item, but Craig will have an estimate for our meeting, and it can be discussed if this is something that can be done this year or possibly budget for next year. The layout and cost estimates can be reviewed and discussed by the Board at our meeting.
- **Discuss Pickleball Courts:** Last year the city removed the tennis courts in the main park since they were no longer usable. The Park & Rec Board recommended adding pickleball courts in this area. The city would be able to put in 4 double courts if desired. The Park & Rec Board asked the city to budget for 2 courts in 2024 at a cost of \$35,000 – this was placed in the 2024 budget. The Mayor and staff met with Golden West representative, Greg Oleson, last fall to discuss possible sponsorship for 2 pickleball courts in the city's main park. The sponsorship ask was \$25,000. This sponsorship would allow Goldenwest to have their logo painted on the court, along with signage by the court. Mr. Oleson went to his Board, and they are in favor of the \$25,000 sponsorship but wanted to clarify who will maintain the courts and signage and how long the sponsorship is good for – they would like the city to allow the sponsorship indefinitely. I believe the city can easily maintain the court and signage, just like we do for any city facility, but the term length of the sponsorship is something to be discussed. Council has asked the Park & Rec Board to review the layout and design of the pickleball court facility and present a plan to them. They would also like this Board to discuss the sponsorship terms and present a recommendation to the council as well. I have included the information we presented to Goldenwest for your reference and Board discussion.
- **Review 1-5 Year Capital Project Plan for Park & Rec:** At the last meeting, Board members discussed possible Park & Rec projects/improvements that could be included in a 1–5 year project plan. A list of projects was devised. The Board will need to continue your review and discuss if anything needs to be added, deleted or changed. Cost estimates for various projects also need to be assigned. This plan will help identify needed projects and help with budgeting each year.

### New Business

- **Election of 2024 President & Vice President:** The Board needs to elect a president and vice-president each year. The president shall chair all meetings, schedule all meetings, and act as spokesperson for the Board. The Vice-President will perform those duties in the absence of the President. Existing Vice-president Evans will call for nominations for president first. 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. The same procedure will be done for the vice-president. After a new president and vice-president have been elected, the gavel will be turned over to the new president for the remainder of the meeting.
- **Appointment of Secretary:** The new president will then have to appoint a secretary for 2024. The secretary is responsible for sending all notices for the meetings, composing the agenda, and taking the minutes.
- **Review 2024 Budget Items:** Enclosed in your packet is a breakdown of funds budgeted to the Park and Recreation Board for “Park” improvements for 2024.

Call if you have any questions 605-528-6187 or 605-906-1750. Or email me at [cityhall@hartfordsd.us](mailto:cityhall@hartfordsd.us) Teresa

# CITY OF HARTFORD

## 2024 Meeting Dates for City Boards

### Council Meetings 7pm at City Hall

January 2, 2024
January 16, 2024
February 6, 2024
February 20, 2024
March 5, 2024
March 19, 2024
April 2, 2024
April 16, 2024
May 7, 2024
May 21, 2024
June 4, 2024
June 18, 2024
July 2, 2024
July 16, 2024
August 6, 2024
August 20, 2024
September 3, 2024
September 17, 2024
October 1, 2024
October 15, 2024
November 5, 2024
November 19, 2024
December 3, 2024
December 17, 2024

### Planning & Zoning Meetings 7pm at City Hall

January 9, 2024
January 30, 2024
February 13, 2024
February 27, 2024
March 12, 2024
March 26, 2024
April 9, 2024
April 30, 2024
May 14, 2024
May 28, 2024
June 11, 2024
June 25, 2024
July 9, 2024
July 30, 2024
August 13, 2024
August 27, 2024
September 10, 2024
September 24, 2024
October 8, 2024
October 29, 2024
November 12, 2024
November 26, 2024
December 10, 2024
December 31, 2024

### Park & Recreation Meetings 6:30pm at City Hall

<del>January 22, 2024</del> Jan 29, 2024
February 26, 2024
March 25, 2024
April 22, 2024
May 27, 2024 (to be rescheduled)
June 24, 2024
July 22, 2024
August 26, 2024
September 23, 2024
October 28, 2024
November 25, 2024
December 23, 2024



# CEMCAST

## PIPE & PRECAST

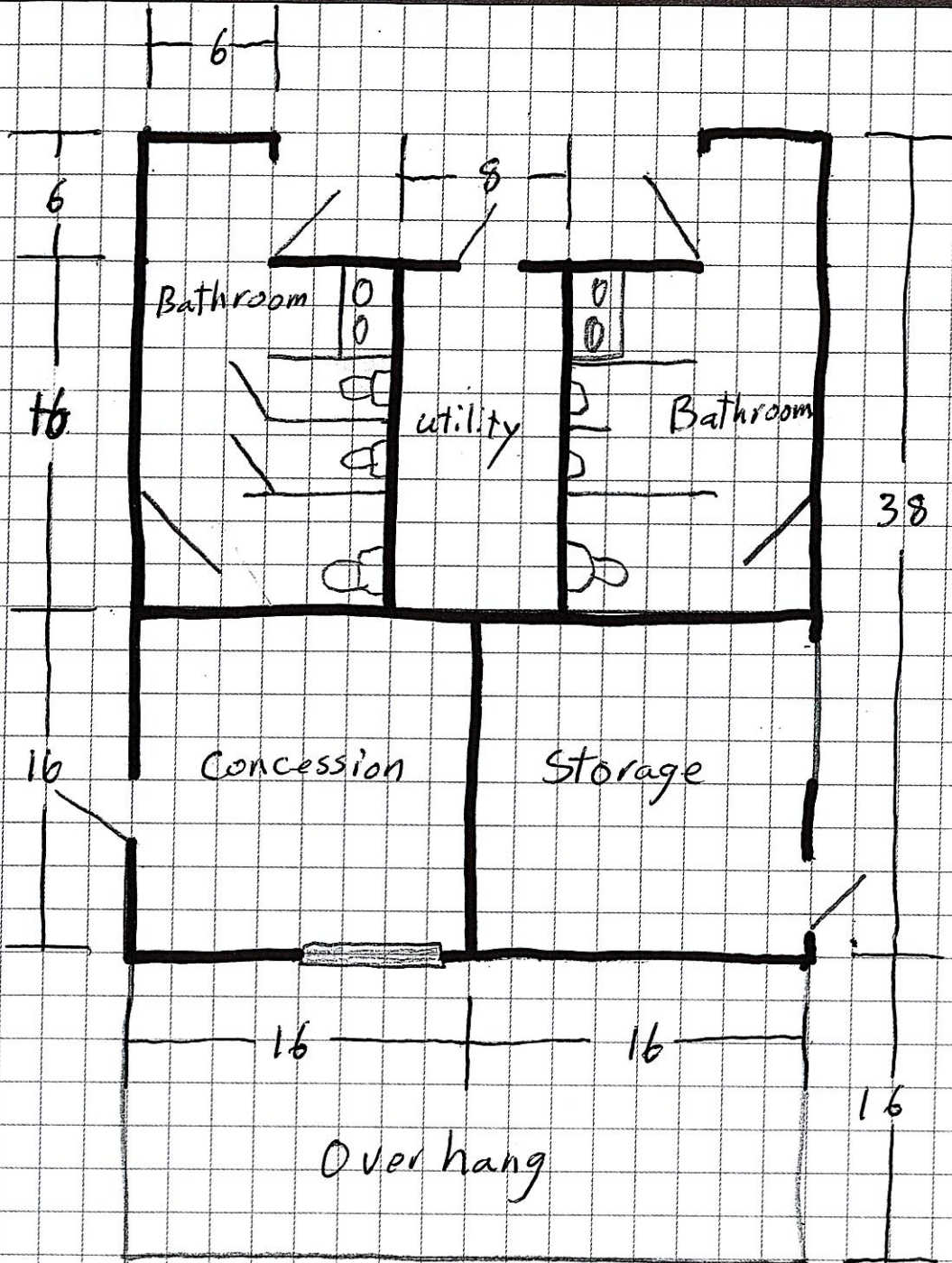
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## SWENSON PARK CONCESSION BUILDING

### Building

Building materials	\$50,000
Building concrete	\$15,360
Electical	\$41,000
Plumbing	\$27,000
Misc.	\$1,000
Wainscot (option)	\$6,000
<b>Sub total</b>	<b><u>\$140,360</u></b>

### Kitchen

Bathroom counter stainless	\$1,500
Kitchen counter stainless	\$5,000
Rolling counter stainless (2)	\$2,500
Beverage cooler	\$2,500
Refrierator	\$700
Fold up countertop stainless	\$400
<b>Sub total</b>	<b><u>\$12,600</u></b>

### Storage

Additional shelving	\$1,500
<b>Sub total</b>	<b><u>\$1,500</u></b>

### Bathroom

Soap dispenser (5)	\$250
Toilet paper holders (4)	\$320
Trifold paper towel holders (5)	\$250
Partitions	\$8,000
Floor coating bathroom/kitchen	\$8,000
Misc.	\$2,000
<b>Sub total</b>	<b><u>\$18,820</u></b>

### Outside

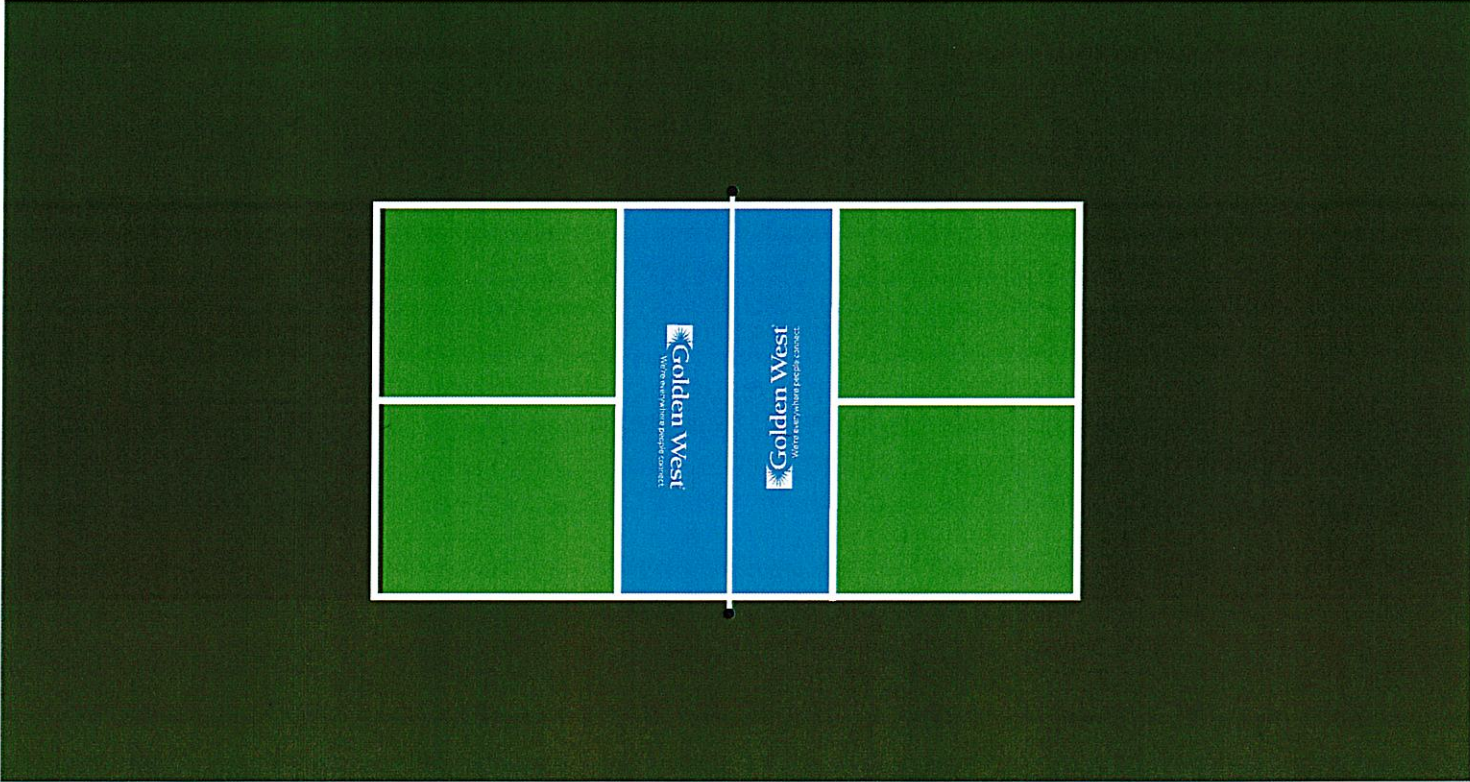
Concrete outside of building	\$30,200
Concrete sidewalk 10'	\$42,000
Picnic tables (6)	\$7,200
Garbage cans (6)	\$6,000
Outside utilities	\$4,000
<b>Sub total</b>	<b><u>\$89,400</u></b>
<b>TOTAL</b>	<b><u>\$262,680</u></b>

Estimated labor- 500 man hours

**\$12,500**

Building + labor

**\$275,180**



PICKLEBALL COURT DESIGN CONCEPT



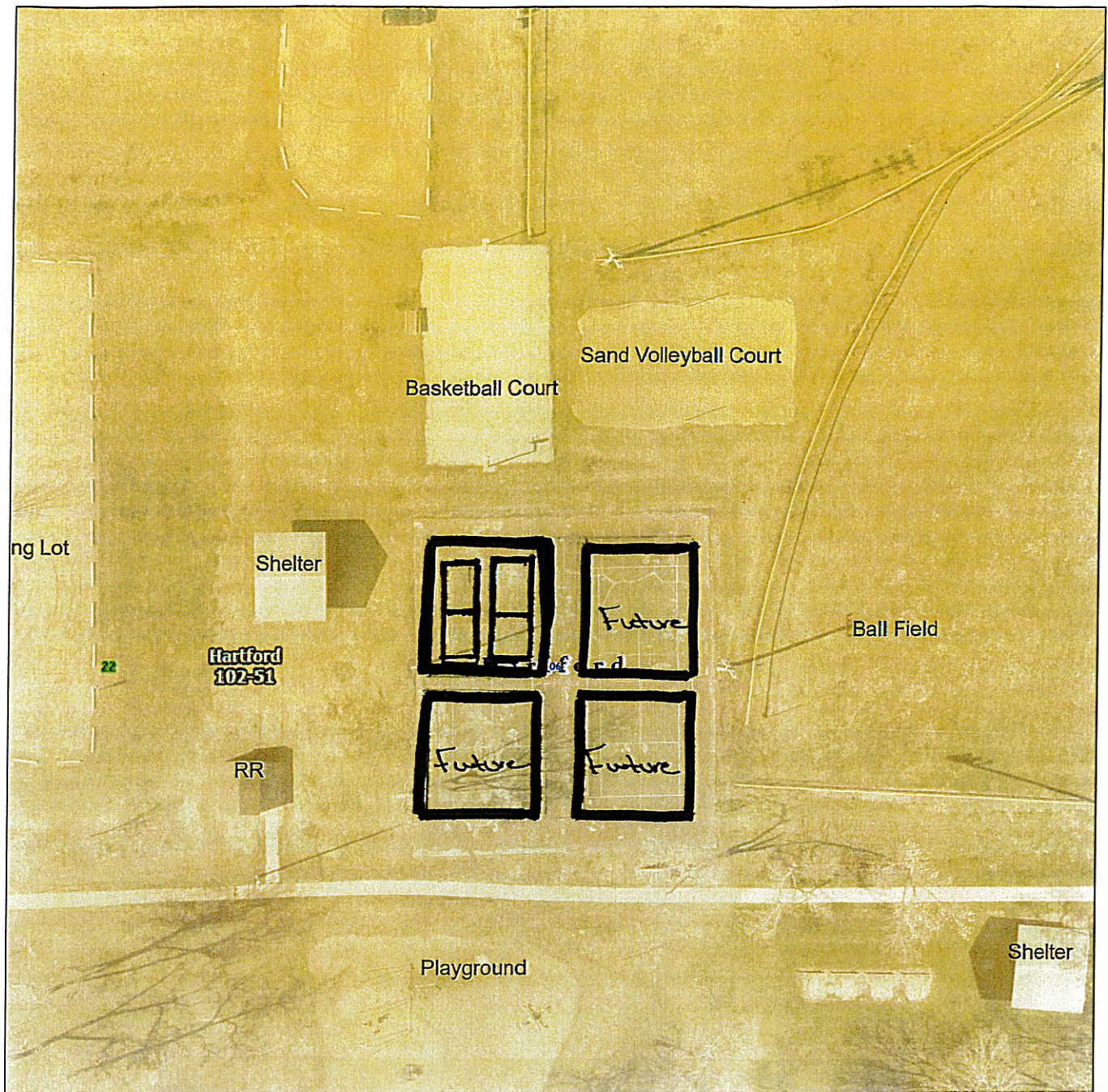
Architecture + Engineering + Environmental + Planning

HARTFORD PICKLEBALL

HARTFORD, SD - 09/25/2023

3/24/2024

# Map



A Double Pickleball Court is 55' x 54'

- This allows 2 courts
- There is enough area for 4 double courts

Cost for one double court as show – Approximately \$25,000

Concrete will need to be placed – this will probably be an April-June 2024 Project.

Parks & Recreation  
Project Schedule

No	Project	2024	2025	2026	2027	2028	Future
1	Concession/restroom Swenson Park project	\$255,000					
2	Pickleball Court	\$35,000					
3	Batting Cage	\$17,500					
4	Shade Structure for Dog Park	\$ TBD					
5	Shade Structures for Bleachers (Swenson Park)		\$ TBD				
6	Playground equipment for younger kids (Swenson Park)		\$ TBD				
7	Shade Structure close to playground area (Swenson Park)		\$ TBD				
8	Concession/Restroom for Soccer/Flag Football (Swenson Park) - Parking Lot		\$ TBD	\$ TBD			
9	Tee Boxes for Frisbee Golf		\$ TBD	\$ TBD			
10	Lights for Ball Fields-1 field/year (Swenson Park)		\$ TBD	\$ TBD	\$ TBD	\$ TBD	
11	Netting along and/or Between Black Tie & Soccer Field				\$ TBD		
12	Bike Trail to Swenson Park						\$ TBD
13	Pool Upgrade or Replacement						\$ TBD
14	Nature Plantings around Public Places						\$ TBD
15	Community Garden Spaces						\$ TBD
16	Tree Plantings Where Needed						\$ TBD
17	Closure of 1st Street for Downtown Park						\$ TBD
18	Review of Future Developments of Parks & Bike Trails						\$ TBD
	Yearly Totals	\$307,500	\$ TBD	\$ TBD	\$ TBD	\$ TBD	\$ TBD

**Park & Rec Board Budget for 2024**

**Budget Amount** **\$ 307,500.00**

**Sports Complex Concession/RR Bldg** **\$ 255,000.00**

**2 Pickleball Courts** **\$ 35,000.00**

**Batting Cage** **\$ 17,500.00**

**\$ 307,500.00**