

HARTFORD PARK AND RECREATION BOARD AGENDA

Monday, March 23, 2026

6:30PM – HARTFORD CITY HALL

ROLL CALL

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

1) APPROVAL OF THE AGENDA

2) APPROVAL OF PREVIOUS MINUTES - From February 23, 2026

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 and Update on Projects
- *Lyons Park –
 - Playground System for Younger Kids
 - Pickleball Court
 - Pickleball Court 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 Boxes for Disc Golf

*Possible Additions with unallocated funds

c. Review 1-5 Year Parks Improvement Plan

- Review/Update 1-5 Year CIP
 - Master Plan for future planning and development of 1-5 year park CIP
 - Discuss possible grand application submission for Trail to Swenson Park

6) New Business

- a. Review Chamber Application for Economic Development Funds
- b. Discuss Special Meeting with Hartford Gateway Inc.
- c. Discuss Possible Ideas for America's 250th Anniversary

7) Other Items

- a. Review Agenda Items for April Meeting

8) ADJOURNEMENT

- a. NEXT MEETING – April 27, 2026

HARTFORD PARK AND RECREATION BOARD-REGULAR MEETING MINUTES
February 23, 2026

Park & Recreation Board Meeting called to order:

- **By:** Tim Weber – President
- **Time:** 6:30 PM
- **Location:** Hartford City Hall

ROLL CALL

Board:

- Tim Weber – President
- Wendy Kuehl – Vice President
- Frank Blaine – Secretary (Absent with Notice)
- Duncan Woodhull
- Chad Morrison
- Keith Carlson - City Council Representative
- Craig Wagner – City Employee Representative

Others:

- Teresa Sidel
- 1 Person from the Public

1) APPROVAL OF AGENDA

Motion was made to approve the agenda as set:

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

2) APPROVAL OF PREVIOUS MINUTES

Motion: A motion was made to approve Minutes from the January 26, 2026 meeting:

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

3) PUBLIC COMMENTS

None

4) Reports on Non-Agenda Items

- Carlson reported that the City Council released \$275,000 in Park & Rec Budget funds to allow the Board to move forward with designated projects for 2026, along with the refurbishment of 3 park shelters. This still leaves \$25,000 in unallocated funds that the Board could utilize for a future project(s).

5) OLD BUSINESS

a) Swenson Park –

i) Concession Stand Discussion:

Dave Dershen with the Main Street Humboldt Bar has indicated that he is interested in operating the concession stand for 2026. He has experience with running a concession stand and access to staff. He proposed to have exclusivity for all games and tournaments with the city providing the building at no charge this first year to see how sales go. Sidel will touch base with him again in March to confirm commitment.

ii) Charging for Maintenance of fields: On-going conversation on how the Board can help offset the field maintenance cost. The Board will continue to focus on advertising signage to assist in covering some of the costs of maintenance.

iii) Business Advertising via Signage:

Currently there are 15 entities that have committed to either a banner or scoreboard sign – with a few committing to multiple banners. Total sales from advertising agreements from 2025-2028 is \$25,500. Woodhull also noted that he received a cash donation from A1 Portables for the sports complex. Woodhull continues to reach out to entities for future donations and Sidel is working with each entity and Checkered Grafx to get mockups for the signage.

**Woodhull excused himself at 6:51pm

b) 2026 Budget Items –

i) Lyons Park

- (1) **Playground System for younger kids.** New play equipment for younger kids has been ordered and a spring installation is anticipated.
- (2) **Pickleball Court.** Wagner is still looking into pricing and possible alternative concrete options to help with cracking. More information will be presented at a future meeting.
- (3) **Pickleball Practice Board.** This will be included in the construction of the new pair of courts.
- (4) **Ag-Lime for Field A.** City staff will proceed with work in early Spring.

ii) Swenson Park

- (1) **New Entrance Sign.** The Board has approved a design and the sign has been ordered. Production time is roughly 8-10 weeks. Sidel reached out to the Swenson Family and they have declined to donate.
- (2) **Swenson Park Bleachers and Shade Structures:** No update.
- (3) **2 Score Boards.** No update.
- (4) **Netting between Black Tie and Soccer Fields.** No Update.

iii) Turtle Creek Park

- (1) **Concrete Tee Pads for Disc Course –** City needs to confirm hole placement and get a quote.

iv) Possible Additions with unallocated Funds.

- (1) **Park Shelters.** With the release of funding by the city council, staff has been working on refurbishing the park shelters at Lyons Park.

c) Review 1-5 Year Capital Improvement Plan:

- i) Review Park Master Plan for future planning & development of our 1-5 year CIP.** The city's park CIP was reviewed. The Board continues to discuss possible future projects. It was noted that the new 38 North Development on the east side of town will have an area for a future park and could be ready for development as soon as 2028. Carlson talked about various buildings that have indoor sport facilities with retractable roofs – some even incorporate a daycare in the building. This may be a future option for the city to consider.
- ii) Discuss possible grant application submission for trail to Swenson Park.** Currently the SDGFP is accepting application for recreational trails. This is an 80/20 grant and could be utilized for the proposed trail from 12th Street to the Swenson Sports Complex. Applications are due in April and usually awarded in late summer/fall. If received, the trail could be planned for 2027 construction. A motion was made by Weber, second by Morrison, to recommend submitting an application for the SDGFP Recreational Trail Grant for the Swenson Park Trail to the city council – all voted yes, motion carried.

6) NEW BUSINESS

- a) Review Chamber Application for Economic Development Funds.** The City Council budgeted \$100,000 for Economic Development Projects this year that individuals, groups, businesses, etc. can apply for. The Chamber has submitted a possible project that they would like to submit to the council for approval. Since this project will be within the city's parkland, review by this Board was suggested in order to vet the project and make a recommendation to the council. The Chamber would like to place some solar lighting, with banners on both sides (similar to the lights downtown) along the trail through Turtle Creek Park and along the east side of the school property. This project should comply with all city regulations for lighting. Most of the trail is on city property or within city right-of-way but part of this trail is upon school property so the Chamber will need to get permission from the school for any placement on their land – Skots has reached out to Dr. Knight to discuss. The Chamber is asking for \$25,000 from the city to help with the cost of the poles and banners, for city installation, and for city maintenance. The Chamber would sell banner advertisement and maintain and update the banners as needed. Wagner has concerns about the bolted poles – he stated that the poles will need to be solid in ground to withstand the wind and elements – Skots will look into an updated price quote. The Board felt that this addition would enhance the trail. A motion was made by Kuehl, second by Weber to recommend approval of the plan to the city council – all voted yes, motion carried.
- b) Discuss special meeting with Gateway Hartford.** Gateway Hartford Inc is a newly formed entity that will be working to remediate and clean up the city's lagoon land. They will be working on a master plan to redevelop this area, along with the Cressman land directly to the west of the lagoons. In order to help facilitate a master plan for this entire area, GHI would like to meet with a couple of Park & Rec Board representative to get any feedback on how future Park & Rec needs/initiatives could align with the redevelopment vision of GHI. They have proposed a few possible dates to meet with a couple of Board members. Morrison has indicated that he will participate, and Weber will as well unless Blaine plans to attend. Sidel will help coordinate the meeting with Board members and GHI.
- c) America's 250th.** America's 250th is coming up this July 4th. Cities are asked to help recognize this in any way possible. The City Council will have future discussion on what we can do as a city – if any Board member has an idea, reach out to Sidel.

7) Other Items

a) Agenda Items for Next Meeting

- (1) Review 2026 Budget
- (2) Review 1-5 Park CIP
- (3) Discuss Booth at Jamboree Days

8) ADJORNMENT

Motion: A motion was made to adjourn the meeting.

Motion was made by: Kuehl

Seconded by: Morrison

Time of Motion: 7:34 pm

All voted yes, motion carried.

a) Next Meeting – March 23, 2026

MEETING CERTIFICATION

I, Teresa Sidel, Hartford City Administrator, 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.

Park Board Information

March 6, 2026

The pickleball bathrooms are finished. Shelter 1 and 5 are rebuilt. We are planning on starting shelters 2 and 3 the week of March 16th. The gazebo in Century Square has been completely rebuilt. We have started working on field A. The existing agrilime is not in bad shape, just thin. We have reshaped the existing agrilime and ISG is going to bluetop it for us. We have 13 loads of ball diamond agrilime on order and they have started delivering it. We plan on adding 4" of new product on this field. We will be monitoring the fields and open them up along with the bathrooms as the weather changes.

Pickleball courts- I was asked to look into post tension concrete for the new courts to keep them from uncontrolled cracking. I inspected our courts and they do have some hair line cracks in the saw cuts, otherwise they are looking good. Post tension concrete uses cables to pull and apply more pressure to keep the cracking down. It still will crack, but will hold together longer. It is also about 40% more in cost. Talking to Justin with ISG, we don't believe it is worth the additional cost. We thought filling the saw cuts before surfacing would keep the cracking from damaging the surfacing. The crack would still be there. The other draw back is we would only get 1 more double court in that spot. You need around 4 feet of clearance on all sides to pull the cables.

We would need this designed and bid. Looking for your input.

Thanks Craig

03/23/26

Park & Recreation Board City Administrator/ Report

Reports

- Craig is out on vacation but he did provide a report for the council's reference. We can have additional discussion on the pickleball courts once he returns in April.

Old Business

- **Swenson Park:**
 - **Concession Stand Update:**
 - I followed up with Dave Dershen with the Main Steet Humboldt Bar. He did commit to operating the concession stand this season. A schedule of the high school games was provided to him and he can get those covered. We don't have a full game schedule yet from the Hartford softball association but Dave said he would cover as many games as possible. He also plans to do any tournaments that arise. As mentioned previously, he did ask for exclusivity for all games and tournaments and asked the city to provide the building and utilize this first year at no charge to see how sales go.
 - **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:**
 - We have several lease agreements thanks to Duncan's salesmanship. I have provided a list of those that have committed so far. I am currently working with each lease holder and Checkered GrafX to get mockups for a banner or scoreboard sign.
- **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. We expect delivery on March 18/19, with assembly in early April.
 - ❖ 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. There was some discussion by the city council about using post tension concrete to help eliminate cracking. This feature increases the price significantly. After discussing with the city engineer, we believe the cracks can manage the cracking without adding post tension rods – see Craig's report. We can discuss it further when Craig returns in April.
 - ❖ 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: The Ag-lime has arrived. We are working with our engineers on quantity and placement. Field A should be ready to play on next month.
 - **Swenson Park**
 - ❖ New Entrance Sign: The new entrance sign is on order. Production time is 8-10 weeks so anticipated arrival will be around June.
 - ❖ Shade Structure & Bleacher: These would be for the ball fields. Craig is getting pricing.

- ❖ 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 was \$35,500 in unallocated funds in the budget that the Board can talk about using for any other possible projects. The Board decided to utilize some of these funds for park shelter improvements at Lyon Park.
- **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. An updated Park CIP is in the packet for your review and discussion.
 - Trail Grants: The city council approved the submission of an application for the SD GFP Trail Grant. This is for a proposed trail from 12th Street north to Swenson Park. I am working with ISG to get the needed information for the grant. Submission deadline is April 10th. The grant is asking for support letters. I have contacted the school and HASA to ask for letters. I have also asked Tim to provide a support letter on behalf of this Board.

NEW BUSINESS

- **Review Chamber Application for Economic Development Funds:** The City Council budgeted \$100,000 for Economic Development Projects this year. They are encouraging individuals, groups, businesses, etc. to submit possible projects to promote economic development within the city. The Chamber has submitted an application. Their plan is to place some solar lighting, with banners (similar to the lights downtown) along the trail through Turtle Creek Park and along the east side of the school. The project was presented to the council for review. I believe the council was receptive to the plan but wanted additional information on the project. They will come before the council again in April with the updates. FYI – The city also received an application for the school that is under review.
- **Discuss Special Meeting with Gateway Hartford Inc.:** Gateway Hartford Inc is a newly formed entity that will be working to remediate and clean up the city’s lagoon land. They will be working on a master plan to redevelop this area, along with the Cressman land directly to the west of the lagoons. In order to help facilitate a master plan for this entire area, GHI asked for input from members of this Board. Frank & Chad attended this meeting and can provide an update to the Board
- **America’s 250th:** America’s 250th is coming up this July 4th. Cities are asked to help recognize this in any way possible. Some things the city is discussing include passing a resolution to recognize the occasion, putting up banners or flags, community dinner on July 4th, etc. The Jamboree Committee and Women of Today are having the Jamboree Parade theme as American’s 250th – red, white, and blue. etc. At the last city council meeting, it was suggested to see if we can find 2-4 people that would be interested in helping plan various events for this occasion.
- **Discuss Information Booth at Jamboree Days:** Last year the Board had an information booth at the Jamboree Day celebration – do we want to do this again? Any volunteers to man the booth?

Call if you have any questions 605-528-6187 or 605-906-1750. Or email me at cityhall@hartfordsd.us Teresa

Field Advertising Agreements

Advertiser	Banner or Scoreboard	Terms	Amt Paid	Mock Up Rcvd	Banner/ Sign Rcvd	Advertising Installed
Sunshine	Banner	3 year - 2025-2027	\$1,200	X	X	X
Buss Accounting	Banner	3 year - 2025-2027	\$1,200	X	X	X
Reliabank	Banner	3 year - 2025-2027	\$1,200	X	X	X
Americain Trk Store (Dylan Peterson)	Banner	3 year - 2026-2028	\$1,200	X	X	X
Cressman Sanitation	Scoreboard	1 year - 2026	\$1,000	X		
Creekside Meats	Banner	4-3 year - 2026-2028	Owe 4800	X		
Travis Electric	Banner	4-3 year - 2026-2028	Paid \$1,600 for 2026- Owe 3200	X		
AllenEdge Real Estate	Banner	3 year - 2026-2028	Paid \$400 for 2026 - Owe 800	X		
Solid Rock Recruiting	Banner	3 year - 2026-2028	Owe 1200			
Jesse Fonkert	Banner	1 year - 2026	Owe 500	X		
Black Tie Components	Banner	1 year - 2026	\$500			
Tammen Oil & Tire	Banner	1 year - 2026	\$500			
Coffee Cup	Scoreboard	3 year - 2026-2028	Owe 2700			
The Goat Bar & Grill	Banner	2-3 year - 2026-2028	Paid \$800 for 2026 - Owe 1600			
Hartford Building Center	Banner	3 year - 2026-2028	Owe 1200			
Hartford Veterinary Clinic	Banner	3 year - 2026-2028	Owe 1200			
Knotty Gnome	Banner	3 year - 2026-2028	Owe 1200	X		
Sioux Valley Energy	Scoreboard	1 year - 2026	Owe 1000			
Hartford Steakhouse	Banner	3 year - 2026-2028	Owe 1200			
Dave & Co	Banner	1 year - 2026	\$500			
Dave & Busters	Banner	1 year - 2026	Owe 500			
Dairy Queen	Banner	3 year - 2026-2028	Owe 1200			
Central States	Banner	3 year - 2026-2028	Owe 1200			
Ace Hardward	Banner	3 year - 2026-2028	Owe 1200			
Pizza Ranch	Scoreboard	3 year - 2026-2028	Owe 2700			
		Total	\$37,500			

Revenue Generated 2025 - \$1,200

Revenue Generated 2026 - \$15,500

Revenue Generated 2027 - \$11,000

Revenue Generated 2028 - \$9,800

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
YTD Expenses (downpayment)	- 11,967.00
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
YTD Expenses (downpayment)	-13,577.50
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
YTD – Shelter Improvements	-4,179.10
Total Budget Expenses	<u>\$ 300,000.00</u>

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	\$46,000				\$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	\$346,000	\$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