

Hartford Park and Recreation Board Agenda - Monday March 25, 2024

City Hall- 6:30 PM

1) ROLL CALL

- Matt Evans – President
- Gail Blocker – Vice President
- Kandi Lewin – Secretary
- Wendy Kuehl
- Tim Weber
- Chris Woslager – City Council Representative
- Craig Wagner – City Employee Representative

2) APPROVAL OF THE AGENDA

3) APPROVAL OF PREVIOUS MINUTES - From February 26, 2024

4) PUBLIC COMMENTS

- a. Public Input of Non-Agenda Items

5) REPORTS

- a. Updates from Council & Staff Members

6) OLD BUSINESS

- a. **Swenson Park** – Concession / restroom update

- b. **Pickleball** – Discuss Layout Plan
Rental equipment – deposit and rental fee

- c. **Batting Cages Updates**

- d. **Review 2024 Budget**

- e. **Review 1-5 Parks Capital Improvement Plan** - Discuss Cost Estimates and Timeframe

7) NEW BUSINESS

- a. No New Business

8) OTHER ITEMS

- a. Review Agenda Items for April's Meeting

9) ADJOURNEMENT

- a. **NEXT MEETING** - April 22, 2024

HARTFORD PARK AND RECREATION BOARD-REGULAR MEETING MINUTES

February 26, 2024

Park & Recreation Board Meeting was called to order:

- **By:** Matt Evans
- **Time:** 6:30 pm
- **Location:** Hartford City Hall

1) ROLL CALL

- Matt Evans – President
- Gail Blocker – Vice President
- Kandi Lewin – Secretary
- Wendy Kuehl
- Chris Woslager – City Council Representative
- Craig Wagner – City Employee Representative
- Members of the Public:
 - none

2) APPROVAL OF AGENDA

- **Motion:** A motion was made to approve the agenda as set:
- Motion was made by: Blocker
- Seconded by: Kuehl
- All voted yes, motion carried.

3) APPROVAL OF PREVIOUS MINUTES

- **Motion:** A motion was made to approve the Minutes from the January 29, 2024 meeting:
- Motion was made by: Lewin
- Seconded by: Blocker
- All voted yes, motion carried.

4) APPOINTMENTS;

- Appointment of Tim Weber to the Park & Recreation Board for a 3-year term. Tim is filling the vacant seat we have on the board.
- President Matt Evans provided Tim with appointment certificate

5) PUBLIC COMMENTS

- No public comments on non-agenda items

6) REPORTS

- City Administrator Sidel & Craig Wagner provided updates in the Board Packet.
- **Trail Benches** – The city received a donation for the bench along the nature trail from Deanna Bies. We still have 1 more bench (along Michelson Road) that is available for a donation and one that is not in place and still is in the city shop.

7) OLD BUSINESS

HARTFORD PARK AND RECREATION BOARD-REGULAR MEETING MINUTES

February 26, 2024

- a) **Swenson Park** – Concession / Restroom:
 - i) The City released the \$255,000 in the city's 2024 budget to erect a concession/restroom building at the sports complex. The layout and cost estimate provided by the Park & Rec committee was reviewed and approved by the Board on 2/6. The city will be the general on the project and components of the buildings will be bid out separately. Staff is working on bid specifications so we can continue to move forward with this project. Craig is planning to provide cost estimates by next meeting.
- b) **Pickleball Sponsorship** –
 - i) The city council agreed with the Board's recommendations to offer Goldenwest a 10-year sponsorship for \$25,000 for a double pickleball court at Lyons park. Staff is working on setting up a meeting with Goldenwest to discuss the type of signage they would prefer. Once signage is agreed upon, the proposed sponsorship still needs to be approved by the Goldenwest Board & the city.
 - ii) The council has also asked the Park & Rec Board to discuss a layout and design of a future pickleball court facility and present a plan to them. They would like the Board to discuss future sponsorship terms and present a recommendation to the c council.
- c) **Batting Cage Updates** – The city budgeted \$17,500 for a new batting cage structure at Swenson Park. The structure will be a double cage that shares a wall. Two different pricing options were available:
 - i) The Board prefers to go with the Mastodon Batting Cage which is more heavy duty. This option costs \$15,209 and includes shipping. The 2nd estimate was for \$13,769 w/o shipping but appears to be a less sturdy option.
 - ii) Craig suggested the Board meets out at Swenson Park when it gets nice to see where we want to put the cages.
 - iii) **Motion:** A Motion was made to approve the purchase of Mastodon structure at Swenson park for up to the \$17k that was budgeted.
 - (1) Motion was made by: Blocker
 - (2) Seconded by: Kuehl
 - (3) All voted yes, motion carried
- d) **2024 Budget Items with Estimates**
 - i) Craig will get estimates on pickleball court surfacing with fencing and poles.
- e) **Review 1-5 year Park Capital Improvement Plan:** Board reviewed the 1-5 year park CIP. Update is on-going. Projects have been identified and cost estimates will need to be established.

8) NEW BUSINESS

- No New Business

9) OTHER ITEMS

a) Agenda Items for Next Meeting:

- Review CIP – Any new items, start to finalize better so we are prepared for budget time. Re-prioritize.
- Pickleball – Pricing updates

10) ADJORNMENT

HARTFORD PARK AND RECREATION BOARD-REGULAR MEETING MINUTES

February 26, 2024

- Motion: A motion was made to adjourn the meeting.
- Motion was made by: Lewin
- Seconded by: Blocker
- Time of Motion: 7:09 PM
- All voted yes, motion carried.

a) Next Meeting - March 25, 2024

MEETING CERTIFICATION

I, Kandi Lewin, 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.

3/25/2024

Park & Recreation Board City Administrator Report

NON-AGENDA ITEMS:

- **Pickleball Sponsorship:** The city council agreed with the Board's recommendation to offer Goldenwest a 10-year sponsorship for \$25,000 for a double pickleball court at Lyons Park. Goldenwest was contacted to discuss preferred signage. Goldenwest agreed to the \$25,000 for a 10-year sponsorship with all signage and maintenance at the cost to the city. We agreed to have a logo painted on the courts and then a free-standing sign as well at the park – total price of signage is approximately \$1500. Once the courts are installed this summer, signage will be placed.

AGENDA ITEMS:

Old Business

- **Swenson Park Update:** On Feb 26th, the city council approved the release of funds (\$225,000) for a new concession/restroom building at the sports complex. The city will be the general on the project and components of the building will be bid out separately – Staff is working on bid specifications so we can continue to move forward with this project and see it completed this year. (I have again included the building layout and cost estimate from our last meeting for reference). Craig will have an update on the bid process at our meeting.
- **Pickleball:**
 - **Layout of Future Facility:** The council has asked the Park & Rec Board to discuss a layout and design of a future pickleball court facility and present a plan to them. The plan could include future courts, fencing, benches, tables, restroom, etc. The plan should also include funding sources, such as grants or sponsorship. Craig will work on a proposed layout and initial discussion can be held by the Board.
 - **Rental Equipment – Deposit & Rental Fee:** Last year's budget allowed the city to purchase a portable pickleball net and some pickleball equipment (paddles & balls). The thought was to have equipment for the public to utilize. We have the equipment, and it is inventoried. Now we need to decide if we rent it out with only a deposit to secure the return or do we want to charge a rental fee.
- **Batting Cage Update:** The city budgeted \$17,500 for a new batting cage structure at Swenson Park. City Council has released these funds and Craig is working on ordering the equipment.
- **2024 Budget Items:** Enclosed is a list of 2024 Budget Items for review.
- **Review 1-5 Year Capital Project Plan for Park & Rec:** The 1-5 year capital project plan for Park & Recreation shows possible projects/improvements to the city's park system. 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.

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



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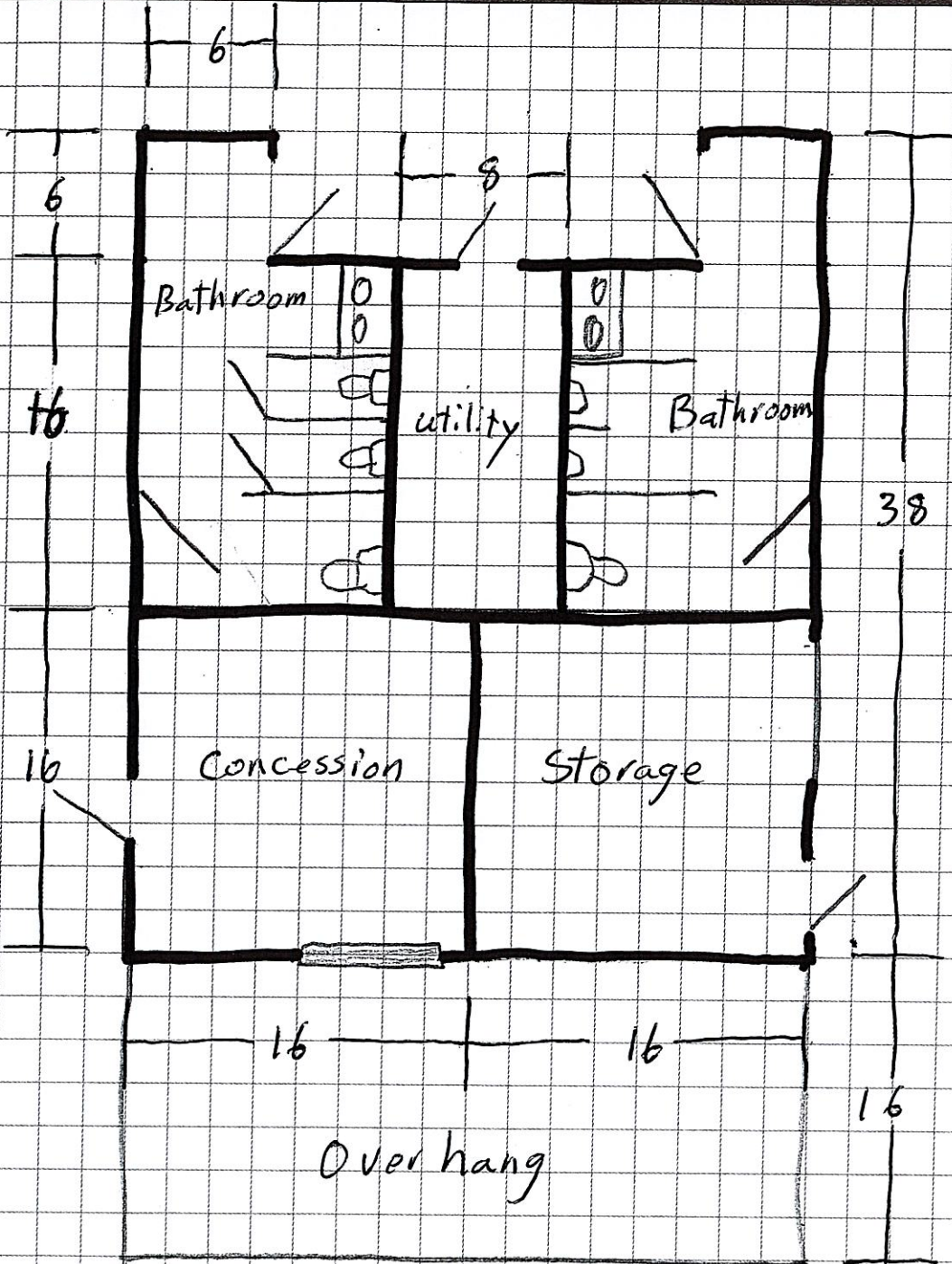
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SWENSON PARK CONCESSION BUILDING

Building

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

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
Sub total	<u>\$12,600</u>

Storage

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

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
Sub total	<u>\$18,820</u>

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
Sub total	<u>\$89,400</u>
TOTAL	<u>\$262,680</u>

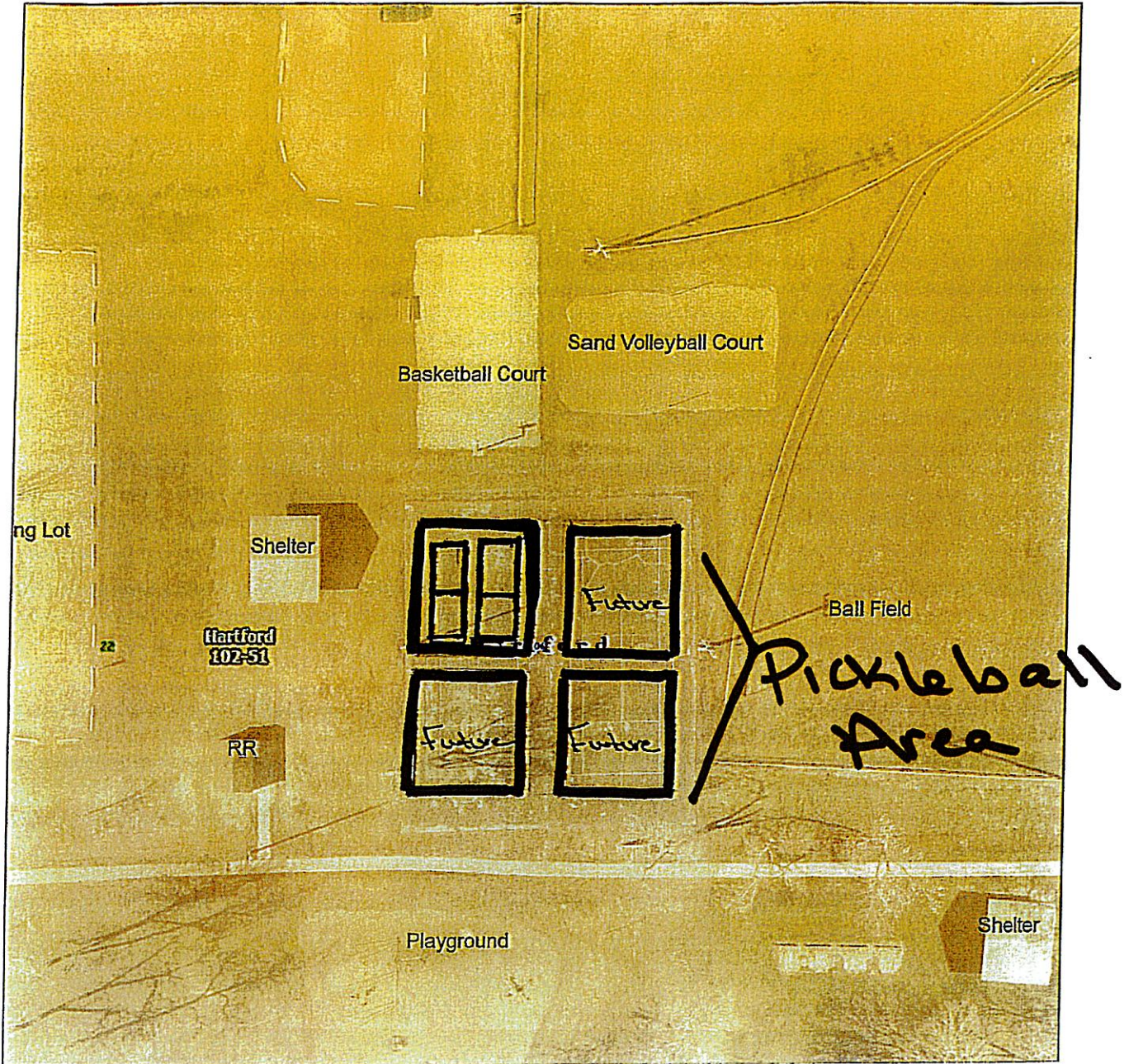
Estimated labor- 500 man hours

\$12,500

Building + labor

\$275,180

Map



Park & Rec Board Budget for 2024

Original Budget Amount	<u>\$ 307,500.00</u>
Sports Complex Concession/RR Bldg	\$ 255,000.00
2 Pickleball Courts	\$ 35,000.00
(Plus Goldenwest Sponsorship less cost Of signage)	\$ 23,500.00
Batting Cage	<u>\$ 17,500.00</u>
	<u>\$ 331,000.00</u>

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