

Hartford Park and Recreation Board Agenda - Monday April 22, 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 April 01, 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 Updates**

- c. **Batting Cages Updates**

- d. **2024 Budget Items with Estimates**

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

7) NEW BUSINESS

- a. The Hartford Area Sports Rec committee has some requests and inquiries for the Park and Rec Board:
 - i. It has been brought to our attention that there is not a First Aid Kit or an AED onsite at the Swenson Park Sports Complex. Could you put this on the Park and Rec Board agenda to be addressed?
 - ii. With the construction of the new concession building happening at Swenson Park, we would request that the current concession/storage structure be moved to an area outside the northwest softball/baseball field close to the scoreboard and ask that electrical power be run to this location from the scoreboard. This would provide storage for soccer equipment and flag football equipment. The electrical would primarily be used to charge the four bravo boards.
 - iii. With the continued growth of soccer and the flag football program, we need to utilize more of the fields. Unfortunately, the growth of the grass on the other fields has not been developed to support using without injury. Has the P&RB or City developed a plan for aerating, seeding, fertilizing and watering these fields so they can be utilized? In what way can HASR assist?
 - iv. The HASR committee would like to focus on one project at the complex for 2024 and that would be the playground. There are often many younger siblings at practices that would enjoy this. We would ask the P&RB to provide us with a location, an estimated size, an estimated cost, and donor signage options. We would work on securing a grant and/or donors to cover the project.

8) OTHER ITEMS

- a. Review Agenda Items for May's Meeting

9) ADJOURNEMENT

- a. **NEXT MEETING** - May 27, 2024

HARTFORD PARK AND RECREATION BOARD-REGULAR MEETING MINUTES

April 1, 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
- Tim Weber
- 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: Lewin
- Seconded by: Blocker
- All voted yes, motion carried.

3) APPROVAL OF PREVIOUS MINUTES

- **Motion:** A motion was made to approve the Minutes from the February 26, 2024 meeting:
- Motion was made by: Blocker
- Seconded by: Kuehl
- All voted yes, motion carried.

4) PUBLIC COMMENTS

- No public comments on non-agenda items

5) REPORTS

- City Administrator Sidel & Councilman Woslager provided updates to the Board Packet. Craig was out.

6) OLD BUSINESS

- 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.

HARTFORD PARK AND RECREATION BOARD-REGULAR MEETING MINUTES

April 1, 2024

- ii) City will advertise for bids this month and bid opening will be on May 1st. City may want to bid pickleball courts at same time to possibly get a better price.
- b) **Pickleball Sponsorship** –
 - i) **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 provided a proposed layout and initial discussion was held by the Board.
 - ii) **Sponsorship** – Goldenwest will provide \$25,000 for 10 years sponsorship with logo on both courts and a freestanding sign. So, with this sponsorship, there is \$60,000 in pickleball funds for 2024.
 - iii) **Fencing** - \$4,480 for Goldenwest courts. \$9,300 for all 4 double courts. Committee recommends doing \$4,480 for the Goldenwest courts only at this time.
 - iv) **Restrooms** – We can't re-use the old facility so would need to build a new facility. We may want to include a drinking fountain. Total cost of restroom building is \$21,250.
 - (1) Concrete floor \$1,000
 - (2) Outside Concrete pad \$250
 - (3) Structure \$7,500
 - (4) Electrical \$3,500
 - (5) Plumbing \$5,000
 - (6) Misc \$4,000
 - v) **Outside Improvements - \$15,672**
 - (1) Extend Parking lot \$1,000, 25' east, crushed concrete
 - (2) ADA parking pad \$4,200
 - (3) 8' Sidewalk going east \$4,200
 - (4) 8' sidewalk north \$3,360
 - (5) 8' Sidewalk south \$2,912
 - vi) **Benches** \$1,000 each – 2 inside, 1 outside
 - vii) **Motion** was made to use \$36,500 for the 2 Goldenwest courts, fencing \$4,480, outside improvements \$12,760 and 3 benches \$3,000 for a total of \$56,740. Teresa will take this to Council at their next meeting.
 - (1) Motion made by: Blocker
 - (2) Seconded by: Kuehl
 - (3) All voted yes, motion carried.
 - viii) **Rental Equipment** – Deposit & Rental Fee: Last year's budget allowed the city to purchase a portable pickleball net and some pickleball equipment (paddles, balls, portable net). 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 of \$25 to secure the return or do we want to charge a rental fee.
 - (1) Deposit of \$25 for paddles and balls
 - (2) Deposit of \$25 for net
 - (3) **Motion** was made to set the deposit at \$25 for paddles & balls and a separate \$25 for net
 - (a) Motion made by: Kuehl

HARTFORD PARK AND RECREATION BOARD-REGULAR MEETING MINUTES

April 1, 2024

- (b) Seconded by: Blocker
- (c) All voted yes, motion carried.
- ix) **Additional sponsorships** – would like to get a business sponsorship for future double-courts.
- c) **Batting Cage Updates** – 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.
 - 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) Batting cages have been ordered.
- d) **2024 Budget Items with Estimates**
 - i) The 2024 Budget was provided.
- e) **Review 1-5 year Park Capital Improvement Plan:** Board reviewed the 1-5 year park CIP. Updates are on-going. Projects have been identified and cost estimates will need to be established.
 - i) Update Pickleball court to \$56,740 including the sponsorship money.
 - ii) Adding restroom for pickleball area of park – Need to decide area of priority.

7) NEW BUSINESS

- No New Business

8) OTHER ITEMS

- a) **Agenda Items for Next Meeting:**
 - i) 2025 Capital Improvements prioritization and Budget

9) ADJORNMENT

- **Motion:** A motion was made to adjourn the meeting.
- Motion was made by: Lewin
- Seconded by: Kuehl
- Time of Motion: 7:25
- All voted yes, motion carried.

- a) **Next Meeting** - April 22, 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.

4/22/2024

Park & Recreation Board City Administrator Report

NON-AGENDA ITEMS:

- **2024 City Projects**
 - Swenson Park Concession Stand
 - Pickleball Courts and Improvements
 - Water loop along Railroad Street
 - New street by water tower – 12th Street & Oaks Drive
 - Wastewater Treatment Facility
- **Pool Update:** The city plans to open the pool this season on May 20th. Amy Sebert has been hired again as the pool manager and we are currently interviewing for assistant managers and lifeguards. We have added a 2nd Power Hour (pool aerobics) for the evening – it will be M, W, TH from 5:30 to 6:30.
- **Summer Recreation Program:** Each year the city offers a 4 week summer recreation program for area youths (Kindergarten-6th grade). This is a free program where kids can enjoy games and crafts. Laura Johnson is the Director of the program – she does a great job. This program is held at the city's large park (Lyon Park) each morning M-F. It will run from July 8th to August 2nd.
- **Council Representative:** Chris Woslager's last council meeting will be May 7th – so a new council member will need to be appointed by the Mayor to serve on this Board. This appointment will be on 5/7. Thanks, Chris, for all your help and input!!

AGENDA ITEMS:

Old Business

- **Swenson Park Concession/RR Building 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. We are currently advertising for bids, with bid opening planned for 5/1 at 3pm. The bids will then be reviewed by the city council for approval on 5/7. Once bids are approved, staff will start working with the contractors to erect the building. Our plan is to start work in May and have the building up by this fall. (I have again included the building layout and cost estimate from our last meeting for reference).
- **Pickleball Update:** At their last meeting on March 16th, the city council approved the Park & Recreation Board's recommendation to approve the pickleball facility layout and release funds for 1 double court, fencing for those courts, outside improvements to include extension of the parking lot and sidewalk placement, and 3 benches. As discussed at our last meeting, the Board can look at budgeting for a new restroom facility in that area and additional future courts.
- **Batting Cage Update:** The city budgeted \$17,500 for a new batting cage structure at Swenson Park. The City Council has released these funds and Craig has the equipment on order – we have received most of the parts, just waiting on a second net. Once received, we can erect this equipment – Craig plans to place it between the 2 south ballfields.
- **2024 Budget Items:** Enclosed is a list of 2024 Budget Items for review. This has been revised to include the Goldenwest donation and the additional improvements that were just approved for the pickleball facility. There is roughly \$3,260 in budget funds that are unallocated at this time. No expenses have been paid out yet.
- **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. I have made a few changes to reflect approved expenses this year and include a couple of additional projects. All the projects can be reviewed and discussed. There are several cost estimates that are not shown on the spreadsheet, Craig will work on getting some of those figures before our meeting so the Board can discuss. The Board will need to consider each project and a timeline for that project. This plan will be instrumental in our budget process. **Please review it before the meeting and note any changes or considerations you want to discuss.**

New Business

- **HASR Requests:**

1. **First Aid Kit and AED:** Currently there is no 1st aid kit or AED at Swenson Park or any other park within the city. Without a building that is accessible for these items, there is no place to store them. Once we get the concession stand up, we can discuss having these items placed inside this building. Our suggestion for now is to have each coach carry the basic 1st aid items, if there is a serious injury, 911 will have to be called. (Cost estimate for a large 1st aid kit is \$100, Cost estimate for an AED device is \$1500 to \$2000)
2. **Relocation of current concession/storage shed:** Craig sees no issue with the city relocating the current concession/storage shed to outside of the NW field. We can also ensure electricity is accessible.
3. **Maintenance of the Fields:** Currently the city does budget to fertilize, seed, and aerate the field when needed in all our park areas. Unfortunately, it takes time for new grass to grow and fill in. We just installed a watering system for the soccer field at Swenson Park just last year – this will help this process.
4. **Playground Equipment for Swenson Park:** The Board has already identified this as a need in our CIP. If the HASR can help with funding this project, it will obviously push this project to the forefront. Play systems can range anywhere from \$10,000 to \$80,000, depending on size and features. It would probably best to set a budget – this will dictate the size. For location, Craig and I are suggesting placement towards the middle of the complex. I have included a layout of the entire complex and we have marked with a red X suggested locations.

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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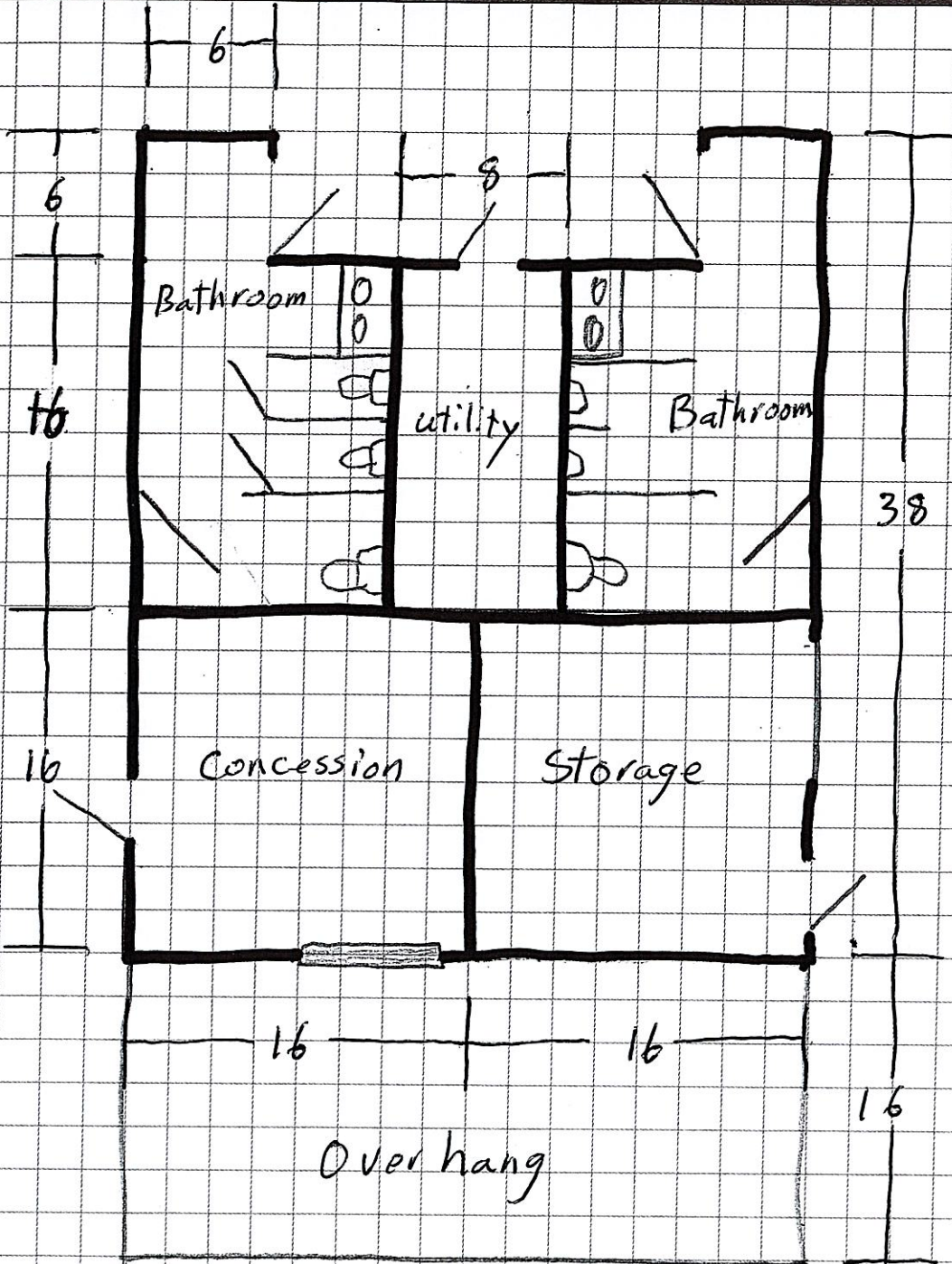
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SWENSON PARK CONCESSION BUILDING

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

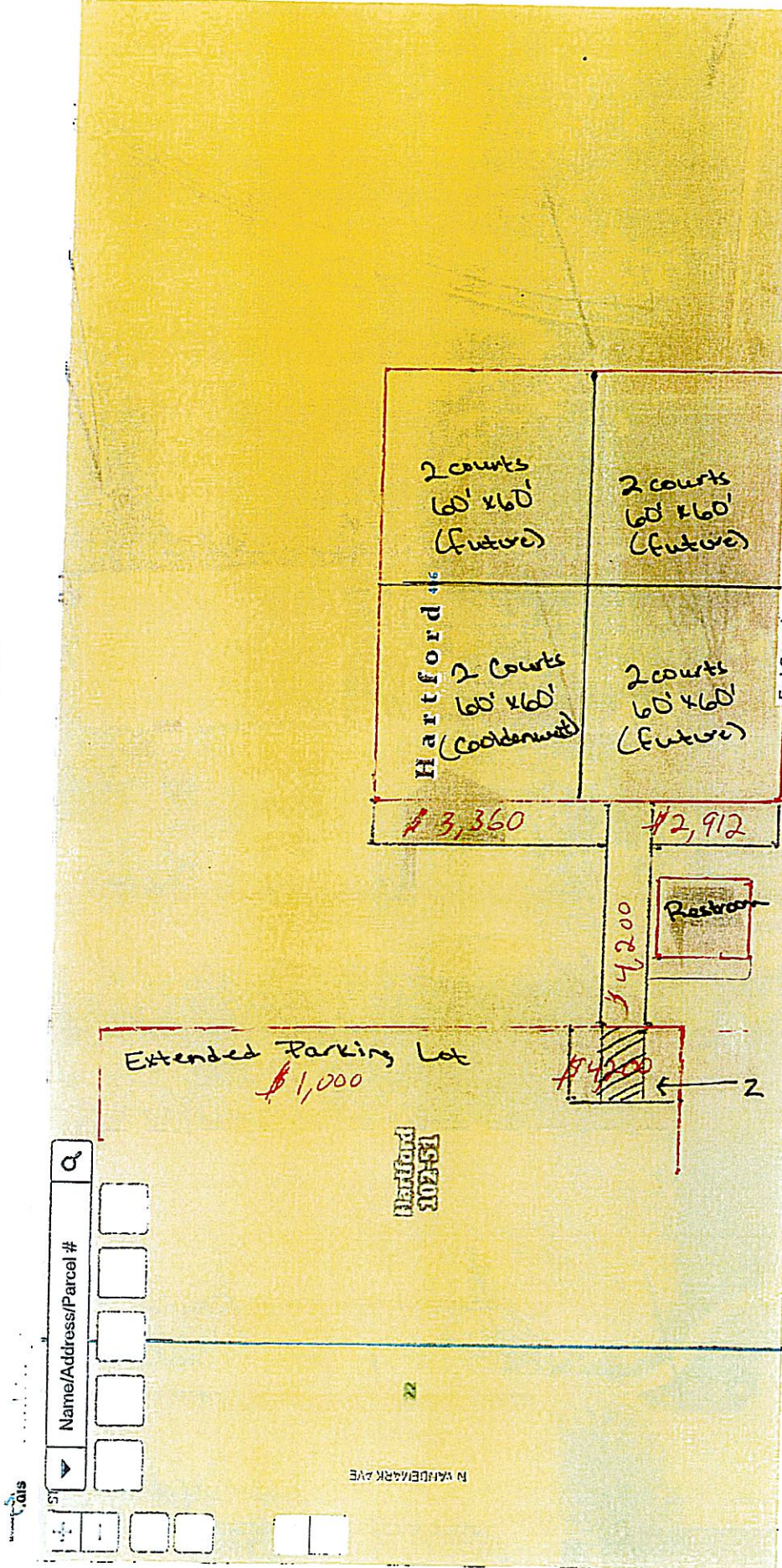
Concrete outside of building	\$30,200
Concrete sidewalk 10'	\$42,000
Picnic tables (6)	\$7,200
Garbage cans (6)	\$6,000
Outside utilities	\$4,000
Sub total	<u>\$89,400</u>
TOTAL	<u>\$262,680</u>

Estimated labor- 500 man hours

\$12,500

Building + labor

\$275,180



Esri Canada, Esri, HERE, Garmin, INCREMENT P, USGS, EPA, USDA | Minnehaha County GIS |

extend Parking lot \$1,000
 25' East crushed concrete
 ADA Parking Pod \$4,200
 8' sidewalk going East \$4,200
 8' sidewalk north \$3,360
 8' sidewalk south \$2,912

← 2 ADA Parking Pods (concrete)

Pickleball Facility – Cost Estimate
(\$60,000 in 2024 Budget for Pickleball)

Courts –

○ 2024 Goldenwest Court	
• Concrete	\$26,000
• Surfacing	9,000
• Goldenwest Logo	1,000
• Goldenwest Sign	500
• Net/poles (purchased 2023)	<u>0</u>
Total	\$36,500

○ <u>Future Courts (Estimated price increases)</u>	
• Concrete	\$28,800
• Surfacing	9,500
• Net/poles	<u>4,000</u>
Total	\$42,300

Fencing – (6’ Black Chainlink Fence)

○ Fencing for 60’x60’ (2 courts)	\$ 4,480
○ Fencing for all 4 double courts	\$ 9,300

Restroom Facility (wood frame building constructed by city)

○ Outside Concrete Pad (16’x6’)	\$ 250
○ Concrete Floor	\$ 1,000
○ Wood Structure	\$ 7,500
○ Electrical	\$ 3,500
○ Plumbing	\$ 5,000
○ Miscellaneous (fixtures, paint, etc)	<u>\$ 4,000</u>
Total	\$21,250

Outside Improvements –

○ Extend Parking Lot (25’ east)	\$ 1,000
○ Install 2 concrete ADA Parking Pads	\$ 4,200
○ Install 8’ sidewalk from parking lot to courts	\$ 4,200
○ Install 8’ sidewalk north of new sidewalk	\$ 3,360
○ Install 8’ sidewalk south of new sidewalk	<u>\$ 2,912</u>
Total	\$15,672

Picnic Tables 0

○ 4’x4’ steel picnic table	\$ 1,500 each
○ Steel Benches	\$ 1,000 each x 3

Total 2024 Proposed Improvements	\$56,740
Funds in Budget (with Goldenwest Sponsorship)	\$60,000

Park & Rec Board Budget for 2024

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

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

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

Batting Cage **\$ 17,500.00**

\$ 331,000.00

Revised Budget (to include Goldenwest Donation) **\$ 332,500.00**

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

2 Pickle Ball Courts **\$ 35,000.00**

Goldenwest Logo Signage **\$ 1,500.00**

Fencing for Pickleball **\$ 4,480.00**

**Outside Improvement for Pickleball
(Parking Lot Extension & Sidewalks)** **\$ 12,760.00**

3 Benches for Pickleball **\$ 3,000.00**

Batting Cage **\$ 17,500.00**

Unallocated Funds **\$ 3,260.00**

\$ 332,500.00

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	Goldenwest Logo Signage	\$1,500					
4	Fencing for Pickleball	\$4,480					
5	Outside Improvements for Pickleball (parking lot & sidewalks)	\$12,760					
6	3 Benches for Pickleball	\$3,000					
7	Batting Cage	\$17,500					
8	Restroom Building for Pickleball Court		\$21,250				
9	Additional Pickleball Courts (1 double court)		\$38,000				
10	Fencing for Additonal Pickleball Courts		\$3,000?				
11	Shade Structure for Dog Park		\$TBD				
12	Shade Structures for Bleachers (Swenson Park)		\$ TBD				
13	Playground equipment for younger kids (Swenson Park)		\$ TBD				
14	Shade Structure close to playground area (Swenson Park)		\$ TBD				
15	Concession/Restroom for Soccer/Flag Football (Swenson Park) - Parking Lot			\$ TBD			
16	Tee Boxes for Frisbee Golf			\$ TBD			
17	Lights for Ball Fields-1 field/year (Swenson Park)			\$ TBD	\$ TBD	\$ TBD	\$ TBD
18	Netting along and/or Between Black Tie & Soccer Field				\$ TBD		
19	Bike Trail to Swenson Park						\$ TBD
20	Pool Upgrade or Replacement						\$ TBD

21	Nature Plantings around Public Places						\$ TBD
22	Community Garden Spaces						\$ TBD
23	Tree Plantings Where Needed						\$ TBD
24	Closure of 1st Street for Downtown Park						\$ TBD
25	Review of Future Developments of Parks & Bike Trails						\$ TBD
	Yearly Totals	\$307,500	\$ TBD	\$ TBD	\$ TBD	\$ TBD	\$ TBD

APPROVED

4.17.18

PRUNTY, ADAM R & AMBER R
5.3 Acres

JATON, ROBBIE L &
CATHLEEN D
2.2 Acres

LIESINGER,
BEVERLY
2.2 Acres

KIDWILER, MARY
29.9 Acres

WESTERN AVENUE (463RD AVENUE)

CITY OF
HARTFORD
3.2 Acres

CITY OF
HARTFORD
39.9 Acres

CITY OF
HARTFORD
18.4 Acres

CENTRAL STATES
MANUFACTURING
INC
11.7 Acres

CITY OF
HARTFORD
5.0 Acres

DEH INVESTMENTS LLC
32.5 Acres

Double
Batting
Cage

BENSON FARMS INC &
EDNA HAASE ETAL
40.0 Acres

WINTERSTEEN, STEVEN G & ETAL
79.5 Acres

258TH STREET