

HARTFORD PARK AND RECREATION BOARD-REGULAR MEETING MINUTES

April 22, 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 –
- 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 April 01, 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 & Craig Wagner provided updates in the Board Packet.
- Craig – Slide broke in park. We are just getting the parks ready for spring/summer.

6) OLD BUSINESS

a) Swenson Park – Concession / Restroom:

- i) **Release of Funds** - 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.

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- ii) **Bid Process** – The City is 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.
 - (1) We did re-bid the electric it will be May 7th
- iii) **Construction** – The City’s plan is to start work in May and have the building up by this fall.
- b) **Pickleball**–
 - i) **Council Approval** - 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.
 - (1) **Total: \$56,740:**
 - (2) **1 Double Court - \$36,500** for the Goldenwest
 - (3) **Fencing - \$4,480** for the double court
 - (4) **Outside Improvements - \$12,760 –**
 - (a) Extend Parking lot \$1,000, 25’ east, crushed concrete.
 - (b) ADA parking pad \$4,200
 - (c) 8’ Sidewalk going east \$4,000
 - (5) **3 Benches - \$3,000** – (\$1,000 each; 2 inside, 1 outside)
 - ii) **Future Updates:**
 - (1) **Restrooms** – \$21,250:
 - (a) Concrete floor \$1,000
 - (b) Concrete pad \$250
 - (c) Structure \$7,500
 - (d) Electrical \$3,500
 - (e) Plumbing \$5,000
 - (f) Misc \$4,000
 - (2) **Additional Courts**
- c) **Batting Cage Updates** – 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.
- d) **2024 Budget Items with Estimates**
 - i) 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.
- 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) Craig – Find prices for concrete parking lot for Swenson vs crushed concrete

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- (1) Additional parking unpaved. Grading, etc. \$215 K, asphalt is apx \$850k which is the standard for the city. Would need to go through planning and zoning to get this requirement waived.

7) NEW BUSINESS

a) HASR Requests:

- i) **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 \$1,500 to \$2,000)
 - (1) **Gayle** – We can check with Sanford Health Community Dividend Fund Application Form to get one free from them. City would need to apply.
 - (2) **Wendy** – Poet offers an outreach grant that we could possibly apply for
 - (3) **Craig** – These things would need to be stored indoors in concession area. Wondering who would have access to this for each sporting event.
- ii) **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.
 - (1) **Craig** was already planning on doing this
- iii) **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.
 - (1) This is maintenance so comes out of general fund and the city will handle.
- iv) **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 Teresa 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.
 - (1) **Matt** – Confirm with HASR if they are going to fundraise. One playset Craig found was \$32,000. The recommended areas are marked with red X on the map. If they are going to fundraise we can remove from our Project schedule.

8) OTHER ITEMS

a) Agenda Items for Next Meeting:

- i) AED first aid kit grants/prices
- ii) 2025 Capital Improvements prioritization

9) ADJORNMENT

- Motion: A motion was made to adjourn the meeting.
- Motion was made by: Lewin

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- Seconded by: Kuehl
- Time of Motion: 7:35 pm
- All voted yes, motion carried.

a) Next Meeting - May 20, 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.