

HARTFORD PARK AND RECREATION BOARD-REGULAR MEETING MINUTES

May 20, 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
- Ryan Horn - 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: Kuehl
- Seconded by: Lewin
- All voted yes, motion carried.

3) APPROVAL OF PREVIOUS MINUTES

- **Motion:** A motion was made to approve the Minutes from the April 22, 2024 meeting:
- Motion was made by: Lewin
- Seconded by: Blocker
- All voted yes, motion carried.

4) PUBLIC COMMENTS

- No public comments on non-agenda items

5) REPORTS

- City Administrator Sidel provided updates in the Board Packet.
- Craig Wagner gave an update on the sports complex concession building electrical bid.

6) OLD BUSINESS

- a) **Swenson Park** – Concession / Restroom:
 - i) **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 – bid opening will be May 7th
 - ii) **Construction** – The City’s plan is to start work in May and have the building up by this fall.
 - (1) **Craig** – Hoping to get started in next couple of weeks to bring water and sewer lines in.

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- b) **Pickleball**– Craig is working on finalizing the layout.
 - i) Craig will look into painting lines on the old basketball court for basketball and pickleball. City will advertise that they have portable net and paddles to use.
- c) **Batting Cage Updates** – Craig – wrong net was delivered so that was sorted. Sioux Valley drilled holes for poles so everything is ready to go. Hoping to pour concrete next week it has to sit 6 days before nets are strung up.
- d) **2024 Budget Items with Estimates**
 - i) There is roughly \$3,260 in budget funds that are unallocated at this time. No expenses have been paid out yet.
 - (1) No bills have been paid and will have concrete and Agri lime to pay for.
- 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.

7) NEW BUSINESS

- a) **AED first aid kit grants/prices**
 - i) **Sanford Community Dividend Fund Grant:** Funding requests below \$20,000 should align with athletic program support – Teresa submitted the application and it stated that it takes about 6 weeks for the application review.
 - ii) **Poet Community Impact Grant:** This grant will allow a one-time grant up to \$4,000 for local nonprofits, schools and churches for projects that improve their town – no specific requirements listed. The application time period is from 4/16 to 5/24. Terea applied for this grant as well.
- b) **WC Hartford Elementary Playground Equipment**
 - i) The city is able to get some old playground equipment from West Central school. The school is willing to donate the equipment to the city. Craig has looked it over and has indicated that it is in good shape and with a little reburnishing, it will be safe for use at the Sports Complex with no liability issues. The equipment needs to be off the school grounds by next Tuesday, so staff are planning on disassembling it this Friday.
 - ii) Craig – Need some improvements apx cost \$10,000 to make save. Must have equipment pulled out by 5/21/24. We will get the site ready and can erect it with boarded off areas that are not safe.
- c) **Development Groups Future Parks (Gail)**
 - i) The city is in discussions with Turtle Creek Highlands to donate land for either a park or bike path and the HADF to donate land for a bike path to the Sports Complex. The other developments have paid the fee to the city. (FYI – the Planning & Zoning Board is talking about revising the fee structure to push developers to donate land verses funds –more to come on this).
 - ii) City working with planning and zoning to re-work the deals to encourage land donations instead of the \$1,000 fee.
- d) **Dero Fixit Public Bike Repair Stations** <https://www.dero.com/product/fixit-plus/>
 - i) \$700-\$1,800
- e) Memorial Tree Program (See Wendy’s email)

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8) 2025 Capital Improvements prioritization

9) OTHER ITEMS

a) Agenda Items for Next Meeting:

- i) 2025 budget request prioritization

10) ADJORNMENT

- Motion: A motion was made to adjourn the meeting.
- Motion was made by: Blocker
- Seconded by: Kuehl
- Time of Motion: 7:40 pm
- All voted yes, motion carried.

a) Next Meeting - June 24, 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.