

HARTFORD PARK AND RECREATION BOARD AGENDA

MONDAY, MAY 22, 2023

CITY HALL- 6:30 PM

1) ROLL CALL

Gail Blocker, Matt Evans, Josh Mulder, Callie Tuschen, Kandi Lewin, Chris Woslager (city council representative), Craig Wagner (city employee representative)

2) APPROVAL OF THE AGENDA

3) APPROVAL OF MINUTES

4) PUBLIC COMMENTS

- Public input on non-agenda items

5) REPORTS

- Updates from council and staff members

6) OLD BUSINESS

- Swenson Park – update on sprinkler heads, hoses and carts
- Review pool proposals and discussion of future pool from MC&R Pools

7) NEW BUSINESS

- Review the pricing of benches.
- Review project priority list for 5-10 year park plan
- Discuss 2024 Budget Items

8) PROJECTS/DISCUSSION TOPICS

- Agenda items for next meeting

9) ADJOURNEMENT- Next meeting May 22, 2023

Hartford Park and Recreation Board - Regular Meeting March 27,2023

President Josh Mulder called to order the meeting of the Park and Recreation Board at 6:30pm at Hartford City Hall with the following board members present: Josh Mulder, Callie Tuschen, Matt Evans, Kandi Lewi, Chris Woslager (city council representative) and Craig Wagner (city employee representative). Absent with notice was Gail Blocker. City Administrator Teresa Sidel was also present.

Approve Agenda: A motion was made by Evans and seconded by Lewin to approve the agenda as set- all voted yes, motion carried.

Approval of the Minutes: A motion was made by Tuschen and seconded by Mulder to approve the minutes from the February 27, 2023, Board meeting – all voted yes, motion carried.

Public Comments: Ava Gerlach was present to address the Board. Gerlach is working on her Eagle Scout award and asked the Park & Rec Board for potential idea for a project. Gerlach has approximately 4 years to complete a project but wanted to start planning. Things that are of interest to her are animals and kids. The Board thanked Gerlach for approaching them and they will think about possible projects over the next month or two and get back to her.

Reports: City Administrator Sidel provided a report to the Board. Public Works Superintendent, Craig Wagner, noted that the benches for the sports complex were approved by the city council and ordered. He also noted the public works department is providing maintenance on 2 benches and are updating the park restrooms in both Lyon Park and Turtle Creek Park.

Old Business:

- Swenson Park - No new updates. Wagner talked with the golf course about possibly utilizing some of their sprinkler heads to see if they will work at the sports complex. Mike Smith stated that he will check to see if he has anything we can use.
- Pool - Kandi Lewin has been in contact with Lorre Colbern with MC&R Pools. MC&R is looking into possibilities for upgrading the city's pool. Questions for the Board included: 1) Where was the old quartzite pool located? 2) Does the city want to just renovate the old pool, build just a new pool, or incorporate a new pool with the old pool? 3) If we keep the old pool – what depth are we wanting? The board will have to decide if we want diving boards, slides, lap area, etc. After discussion, the Board is seeking proposals with cost estimates for varies options. Sidel will get input from the pool manager and talk with our insurance company about possible risks.
- Bike Trail – The Board reviewed options for the bike trail between Main & Feyder Avenue. The city received a grant from the SD GFP for a 10' bike trail that would run along Turtle Creek between Main Avenue and Feyder Avenue. The city land on the east end is narrow and an easement would be needed from the adjoining property owner to accommodate a 10 ft trail. Unfortunately, the city was not able to secure an easement so the trail on the east end will need to be narrowed down to 8 ft. This city will also need to incorporate an extra retaining wall to accommodate the changes to the trail. Original cost estimates for the trail were \$293,022. With price increases, an added retaining wall, and changes to the design the new cost estimate is \$370,220 – \$77,198 over budget. If the city were to place an 8 ft trail the entire length between Main Ave & Feyder Ave, the estimated cost would be \$344,854 – giving the city some cost savings. The Board reviewed the options of placing a 10 ft trail on the west end and an 8 ft trail on the east end at a cost proposal of \$370,220 or placing an 8 ft trail the entire length at a cost proposal of \$344,856. The consensus of the Park & Recreation Board was to recommend an 8 ft trail the entire length between Main & Feyder Ave. This would keep the trail a consistent width, it would provide some cost savings since the project tis already over budget,

and it makes sense since the trail only connects to sidewalk and does not connect to another 10 ft trail at either end.

New Business:

- Review Community Development Trail System - The Board provided a copy of the city's master trail plan. This will be utilized for future planning of the city's bike trail system.
- Future Need/Community Development Plan Review – The Board discussed the need for a 5-10 year master plan for park & rec improvements. This would help with future planning, funding options, and budgeting. Each Board member was asked to think about future needs for each park facility and city-wide amenities such as bike trail extensions. Evans will create a google doc that will allow board members to add projects and prioritize them. This information can then be utilized by the board to develop a 5-10 year plan for park & rec improvements.

Other Discussion Topics:

- Benches – There is a citizen that wants to donate a memorial bench to the city. In the past the Bike & Rec Trail Committee worked with bench donations and placement, so Wagner was wondering if the Park & Rec Board wants to review these donations or if they want the city staff to just handle them. It was the consensus of the Board that the city should look into the cost of purchasing 2-3 benches and place them at various locations, then if someone wants a donation plaque placed, they would see what location they like and then reimburse the city the cost of the bench in exchange for the placement of a plaque on that bench. Wagner will check into pricing and bring it back before the Board.
- Agenda items for next meeting –
 - Pool Proposals from MC&R Pools
 - 5-10 year Plan – review project priority list
 - Swenson Park Updates – Sprinkler Heads, Hoses, Carts
 - Pricing on Benches

Adjournment: A motion was made by Tuschen, seconded by Mulder, to adjourn at 7:35pm - all voted yes, motion carried.

I, Teresa Sidel, City Administrator, do hereby certify that the above and foregoing is a true and correct copy of the minutes which are on file at Hartford City Hall.

5/22/2023

Park & Recreation Board City Administrator Report

NON-AGENDA ITEMS:

- **Field Scheduling**
All fields are open, and Jenny has been busy with requests for games and practice times. The calendar is on the city website, along with field layouts and request forms. So far, all is working well – no major issues or problems yet – fingers crossed.
- **Bike Trail**
The City Council approved the Board's recommendation to place an 8-foot trail between Main Ave and Feyder Ave. The new layout was sent to the SD GFP for their review, and it was approved. Engineers are finalizing design and working through the FEMA floodplain approval process. We hope to bid this project this summer with construction beginning in late summer/early fall.

AGENDA ITEMS:

Old Business

- **Swenson Park:** Benches for the dugouts are on order. As discussed at our February meeting, we will wait on the shade structures until the new concession building is erected so we can decide on size/placement. Matt Evans & Craig Wagner will give an update on sprinkler, hoses and cart costs.
- **Review Pool Proposals and discussion of a future pool from MC&R Pools:** Kandi Lewin was going to talk with MC&R and get some pool proposals for a future pool for the Board to discuss. I was asked to get input from the pool manager on amenities that the public might want and also talk with our insurance and their input on diving boards.
 - **Pool Amenities** – I did talk with Amy Sebert, our pool manager, to discuss various amenities that she thought the public might be interested in. Some suggestions for the Board include: a twist slide, a diving board, spray area, and features for the 3' area such as lily pads, rock wall, water buckets, etc.
 - **Insurance** – The city has insurance through Continental Western Group. They concur that diving boards are a liability, but they will cover them if we follow technical guidelines set forth by the Virginia Graeme Baker Pool and Spa Safety Act, which delegates restrictions to height, depth and landing area.

Kandi sent out an email on 5/15 noting that she cannot attend the meeting but is still trying to contact Lorre with MC&R regarding the pool (see enclosed emails).

New Business

- **Review Pricing on Trail Benches:** It was noted at our March meeting that Craig was going to look into the cost of purchasing additional benches for the bike trail/parks. It was discussed that we may place some benches where needed and then when donation requests come in, we can attach a plaque to the bench. Currently we have 2 benches in our city shop that are already designated for the Dunn Family (for placement at the sports complex) and the Siemonsma Family (for placement along the new trail). We also had another donation for a bench, so we are in need of purchasing more benches. We will need to discuss the cost of more benches and how to finance this – will we require the bench to cover the cost to the city or will we establish a set donation amount, and the city will pick up any difference?
Currently we have 3 benches spoken for at a cost of \$1500 or \$1600 (depending on if we buy 1 or 3 benches from Beaverbuilt for the most recent bench purchase). Our donation amount for the 3 benches was \$1600.
- **Review Project Priority List for 5-10 Year Park Plan:** Each Board member was asked to think about the future needs for each park facility and city-wide amenities such as bike trail expansions. This will be discussed at our meeting.
- **2024 Budget:** Bear in mind we will need to start thinking about a budget request for 2024. The city is well aware of budget constraints over the last few years and funding will be limited. We are asking each entity that is requesting funding to ensure their request is reasonable. I will want your budget request no later than your July meeting.

Teresa Sidel

From: Kandice Lewin <kandice_lewin@hotmail.com>
Sent: Monday, May 15, 2023 12:03 PM
To: Teresa Sidel; Josh Mulder (jmuldercontracting@yahoo.com)
Subject: 5-22 Parks & Rec Meeting

Hi All,
I will not be able to attend the Parks & Rec meeting on 5-22. Max has a baseball game out of town that night. I have been trying to get in touch with Lorre and MC&R with no luck. I have left several messages on his voicemail. I tried calling the work number for MC&R and just got their voicemail as well. I did find Lorre's email from way back and sent him a message and cc'd both of you. I'll keep working on this and let you know if I hear anything back. Other than that I don't have anything else to report.

Thanks,
Kandi

Teresa Sidel

From: Kandice Lewin <kandice_lewin@hotmail.com>
Sent: Monday, May 15, 2023 12:01 PM
To: lcolburn@mcrpools.com
Cc: Teresa Sidel; Josh Mulder (jmuldercontracting@yahoo.com)
Subject: Hartford Pool

Hi Lorre,

I've been trying to reach you regarding next steps for the Hartford Pool plans. I believe you were wondering about the location of the old granite/quartz pool in relation to where we would like the new pool to be constructed. Craig believes the old pool was situated further south, by the parking lot and would not be in the area where the new pool would be constructed.

As for next steps, we would like to enlist you to draw up some official plans for the new pool and the renovation of our existing pool. What information do you need from us to get started with that process?

Thanks,
Kandice
605-413-7929

Park & Rec Board Budget for 2023 (as of 5/29/2023)

Budget Amount	\$1,931,227.98
Sports Complex Storm Shelter	1,597,705.98
Bike Trail	293,022.00
YTD Expenses	-18,258.75
Benches (4)	10,000.00
YTD Expenses	-9,598.40
Sprinkler/Hoses/Carts	2,500.00
Shade Structures (4)	<u>28,000.00</u>
Balance as of 5/29/23	\$1,903,370.83

These are funds that are budgeted for 2023 – If any expenses are higher, the city council will need to allocate additional funding. If any expenses are lower, the unused funding can be used for other items.

There is also an additional \$100,000 that was placed in the pool budget for a future pool. As discussed, these funds could be utilized for a study or proposal.