

Hartford Park and Recreation Board Agenda - Monday July 22, 2024

City Hall- 6:30 PM

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

2) APPROVAL OF THE AGENDA

3) APPROVAL OF PREVIOUS MINUTES - From June 24, 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 updates
- b. Pickleball Updates
- c. AED first aid kit grants/prices
- d. WC Hartford Elementary Playground Equipment
- e. High School Storage Shed
- f. 2024 Budget Items with Estimates
- g. Review 1-5 Parks Capital Improvement Plan - Discuss cost estimates, timeframes & reprioritizations.

7) NEW BUSINESS

- a. Reschedule August Meeting

8) OTHER ITEMS

- a. Review Agenda Items for July's Meeting

9) ADJOURNEMENT

- a. **NEXT MEETING - TBD**

HARTFORD PARK AND RECREATION BOARD-REGULAR MEETING MINUTES

June 24, 2024

Park & Recreation Board Meeting was called to order:

- **By:** Matt Evans
- **Time:** 6:35 pm
- **Location:** Hartford City Hall

1) ROLL CALL

- Matt Evans – President
- Gail Blocker – Vice President
- Kandi Lewin – Secretary
- Wendy Kuehl – Absent with notice
- Tim Weber – Absent with notice
- 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: 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 May 20, 2024 meeting:
- Motion was made by: Blocker
- Seconded by: Lewin
- All voted yes, motion carried.

4) PUBLIC COMMENTS

- No public comments on non-agenda items

5) REPORTS

- City Administrator Teresa Sidel provided a report to the Board. Discussion was held regarding Open Space Contributions for parks and trails and donations received by the city.

6) OLD BUSINESS

- a) **Swenson Park** – Concession / Restroom:
 - i) **Construction** – The City’s plan is to start work in May and have the building up by this fall.
- b) **Pickleball**–Options for pickleball layout were presented and discussed by the Board. Option A would allow for 8 courts, but they would be close together and there would not be room for nets between the double courts. Option B would allow for 6 courts with enough spacing for fencing in between. This option would erect the 2 west courts first. Option C is the same as option B but would erect the 2 north courts first. After review and discussion, a motion was

HARTFORD PARK AND RECREATION BOARD-REGULAR MEETING MINUTES

June 24, 2024

made by Evans, second by Lewin and move forward with Option B for 2024 – all voted yes, motion carried.

- c) **Batting Cage Update** – The batting cages at Swenson Park are done.
- d) **AED first aid kit grants/prices** - Staff have submitted 2 applications for AEDs – one to Sanford and one to Poet – just waiting to hear back from the grants. No word from either entity yet.
- e) **WC Hartford Elementary Playground Equipment**
 - i) Craig – The city has taken down the playset and it will be refurbished and erected at the sports complex as time allows.
- f) **2024 Budget Items with Estimates**
 - i) There is roughly \$3,260 in budget funds that are unallocated at this time. Only funds for the batting cage have been paid out to date.
- g) **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. Wagner presented a cost estimate for a 15’ fence between the soccer fields and Black Tie – this estimate was \$12,700. Evans is going to check pricing with other companies.

The Board identified the following items to request for 2025:

- i) **Swenson Park – Additional Parking - \$215,000**
 - ii) **Swenson Park – Ball Field Improvements (shade structure, bleachers, foul poles - \$60,000**
 - iii) **Swenson Park - Playground equipment – safety improvement - \$10,000**
 - iv) **Dog Park – Shade structure - \$2,500**
 - v) **City Park – Restroom building by Pickleball - \$27,000**
 - vi) **City Park – 2 additional pickleball courts - \$45,000**
 - vii) **Swenson Park – Shade structure near playground - \$10,000**
- Total Budget proposal for 2025 is \$369,500.**

A motion was made by Lewin, second by Evans to request \$369,500.00 for the above items – all voted yes, motion carried.

7) NEW BUSINESS

- a) Matt Evans noted that West Central will be removing an 8’x8’ building that is currently located at the football field. Evans would like the city to accept the building and place it at the sports complex to house soccer equipment. Discussion of this will be placed on the next agenda.

8) ADJORNMENT

- Motion: A motion was made to adjourn the meeting.
- Motion was made by: Blocker
- Seconded by: Evans
- Time of Motion: 7:45pm
- All voted yes, motion carried.

- a) **Next Meeting** – August 26, 2024

HARTFORD PARK AND RECREATION BOARD-REGULAR MEETING MINUTES

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.

7/22/2024

Park & Recreation Board City Administrator Report

NON-AGENDA ITEMS:

- **Open Space Contributions for Parks/Bike Trails:** As discussed previously, the city requires new developments to either donate land equal to 5% of the total development or to pay the city \$1,000 per acre to help provide land or funds for future parks or public spaces. Currently the city's planning & zoning board is reviewing this requirement and how to ensure the city is getting land for parks where it is needed. One suggestion is having this Board identify the areas of the city where a future park or trail will be needed. If we have this identified, then when a development occurs, staff can help secure land or funds for that area.

The P&Z Board is still discussing this topic and still would like to work with this Board to identify lands/areas needed for parks and trails. Once the process gets fully vetted by the P&Z Board and approved by the city council, this Board may need to start work on identifying those areas.

AGENDA ITEMS:

Old Business

- **Swenson Park Concession/RR Building Update:** Work has begun on the Sports Complex concession stand building. The city crew has been busy this last week running water and sewer lines. We can then proceed with digging the footings and pouring concrete.
- **Pickleball Update:** The city council was advised with the Board's decision to eventually erect 6 pickleball courts in the main park. Craig has been in touch with our concrete supplier and work on this project should be beginning this next week as well.
- **AED/first aid kit grants/prices:** No updates. Staff have submitted 2 applications for AEDs – one to Sanford and one to Poet – just waiting to hear back from the grants.
- **WC Hartford Elementary Playground Equipment:** As discussed at our last meeting, the school has donated their old elementary play equipment to the city. It has been torn down and is being stored at the sports complex for erection in the future. It will need some refurbishing to make it safe and usable, but this work will be done as time allows. It will then be placed at the sports complex.
- **High School Storage Shed:** At our last meeting, Matt Evans noted that the school is looking at re-locating an 8'x8' shed that is currently on the visitor side of the football field. He believes this shed could be moved to the Swenson Sports Complex to store soccer equipment. The Board should make a motion to approve this donation and allow the building to house soccer equipment.
- **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. The only expenses paid out to date have been for the batting cage and a gravel bill for the sports complex concession stand – this is reflected in the budget. There is roughly \$3,260 in budget funds that are unallocated at this time, but we have already gone over our budget amount for the batting cages – hopefully all other expenses stay within budget. Also included in the packet is a breakdown of budget allocations and expenses from previous years as well for the Board's reference.
- **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. An updated CIP is in the packet for your reference. At our last meeting, the Board decided to request the following items for the 2025 budget: Additional parking at the sports complex, shade structures, concrete and netting at the sports complex, refurbish playground equipment for the sports complex, shade structure for the dog park, 2 more pickleball courts and restroom building, and shade structure for playground area at the sports complex. These improvements will be a budget request of \$369,500.00. This is a large sum to request so the Board was asked to prioritize these items in case the council decides not to fund everything.

New Business

- **Reschedule August Meeting:** The next Park & Recreation meeting is scheduled for Monday, August 26th. The city council's budget meeting was scheduled for Wednesday, August 28th but due to a scheduling

conflict, the council discussed moving the budget meeting to Monday, August 26th – which would conflict with the Park & Rec meeting. Would this Board be willing to move your August meeting to Monday, August 19th?

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

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**

YTD Expenses **- 349.80**

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**

YTD Expenses **-19,612.11**

Unallocated Funds **\$ 3,260.00**

\$ 312,538.09

Parks Recreation - Project Schedule

No	Park	Project	2025	2026	2027	2028	Future
1	Swenson	Additional Parking-Soccer/Flag Football Fields (unpaved)	\$215,000				
2	Swenson	Ball Field Improvements (Shade, Bleachers, Concrete, Foul Poles) (4 fields)	\$60,000				
3	Swenson	Playground equipment-Safety Improvements (from Hartford Elem)	\$10,000				
4	Dog Park	Shade Structure (Price is for 2 separate solid structures 12' x 10')	\$2,500				
5	City Park	Pickleball: Restroom Building new courts	\$27,000				
6	City Park	Pickleball: Construct Additional Court & Fencing (1 double court)	\$45,000				
7	Swenson	Shade Structure near Playgroup Area	\$10,000				
8	Swenson	Concession/Restroom for Soccer/Flag Football		\$ TBD			
9	Swenson	Netting along and/or Between Black Tie & Soccer Field		\$12,700			
10	Swenson	Lights for Ball Fields-1 field/year		\$ TBD	\$ TBD	\$ TBD	\$ TBD
11	Swenson	Add 2 Scoreboards (Apx \$3,500 Each + Brackets \$2,500 each)		\$13,000			
12	Frisbee Golf	Tee Boxes for Frisbee Golf					\$ TBD
13	Bike Trail	Extend Bike Trail to Swenson Park					\$ TBD
14	Pool	Pool Upgrade or Replacement					\$ TBD
15	Downtown	Closure of 1st Street for Downtown Park					\$ TBD
16	Bike Trail	Review of Future Developments of Parks & Bike Trails					\$ TBD
17	City Park	Playground equipment for younger kids					\$ TBD
18		Nature Plantings around Public Places					\$ TBD
19		Tree Plantings Where Needed					\$ TBD
		Yearly Totals	\$369,500	\$25,700	\$0	\$0	\$0