

# HARTFORD PARK AND RECREATION BOARD-REGULAR MEETING MINUTES

July 22, 2024

## Park & Recreation Board Meeting was called to order:

- **By:** Matt Evans
- **Time:** 6:40 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
- Ryan Horn - City Council Representative
- Craig Wagner – City Employee Representative
- Members of the Public:
  - none

### 2) APPROVAL OF AGENDA

**Motion** was made to approve the agenda as set:

- Motion was made by: Blocker
- Seconded by: Evans
- All voted yes, motion carried.

### 3) APPROVAL OF PREVIOUS MINUTES

**Motion:** A motion was made to approve the Minutes from the June 24, 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

- a) **Teresa: 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.

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### 6) OLD BUSINESS

- a) **Swenson Park – Concession / Restroom:** 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.
- b) **Pickleball Update:** The city council was advised with the Boards 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 next week as well. They will pour the concrete and then it must cure for 28 days before they surface. Fencing can be erected during the 28 day curing timeframe.
- c) **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.
  - (1) Sanford Community Dividend Fund Grant
  - (2) Poet Community Impact Grant
- d) **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.
- e) **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.
  - **Motion:** A motion was made to accept the donation of the shed and place it at Swenson Park by the soccer fields:
    - Motion was made by: Weber
    - Seconded by: Blocker
    - Evans abstained, with all others voting yes, motion carried.
- f) **2024 Budget Items with Estimates**
  - (1) There is roughly \$3,260 in budget funds that are unallocated at this time.
    - Expenses for the batting cage were over overbudget but other projects may come in lower.
    - It was decided to leave that money unallocated for now.
- g) **Review 1-5 year Park Capital Improvement Plan:** Board reviewed and prioritized the 2025 items for the City Budget meeting as follows:

**Total Budget proposal for 2025** (items 1 through 7) for a total of \$369,500:

  - (1) **Swenson Park - Additional Parking-Soccer/Flag Football Fields (unpaved)** - \$215,000
  - (2) **Swenson Park - Ball field improvements** - \$60,000
  - (3) **Swenson Park - Playground equipment-Safety Improvements** - \$10,000
  - (4) **City Park - Pickleball Restroom** – \$27,000
  - (5) **City Park - Pickleball: Construct Additional Court & Fencing (1 double court)** – \$45,000
  - (6) **Swenson Park - Shade Structure near Playgroup Area** - \$10,000
  - (7) **Dog Park - Shade Structure** - \$2,500

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**Motion:** A motion was made to accept the revised priority order of the 2025 budget.

- Motion was made by: Weber
- Seconded by: Blocker
- All voted yes, motion carried.

### 7) 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. The board decided to just cancel the Aug meeting instead of re-scheduling.

**Motion** to cancel the August meeting due to conflict with City Council Budget meeting.

- Motion was made by: Blocker
- Seconded by: Weber
- All voted yes, motion carried.

### 8) OTHER ITEMS

- a) Agenda Items for Next Meeting
  - (1) Discuss what was decided in the City's Budget Meeting
  - (2) Releasing or spending 2024 surplus

### 9) ADJORNMENT

**Motion:** A motion was made to adjourn the meeting.

- Motion was made by: Lewin
- Seconded by: Weber
- Time of Motion: 7:28 pm
- All voted yes, motion carried.

a) **Next Meeting** – September 23, 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.