

HARTFORD PARK AND RECREATION BOARD-REGULAR MEETING MINUTES
August 25th, 2025

Park & Recreation Board Meeting called to order:

- **By:** Tim Weber – President
- **Time:** 6:30 PM
- **Location:** Hartford City Hall

1) ROLL CALL

Board:

- Tim Weber – President
- Wendy Kuehl – Vice President
- Frank Blaine - Secretary
- Kandi Lewin - Absent with Notice
- Duncan Woodhull
- Ryan Horn - City Council Representative - Absent with Notice
- Craig Wagner – City Employee Representative

Others:

- Teresa Sidel
- No Public

2) APPROVAL OF AGENDA

Motion was made to approve the agenda as set:

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

3) APPROVAL OF PREVIOUS MINUTES

Motion: A motion was made to approve the Minutes from the July 28th, 2025, meeting:

- Motion was made by: Kuehl
- Seconded by: Blaine
- All voted yes, motion carried.

4) PUBLIC COMMENTS

- None

5) Reports

- Kuehl reported on communication with various Toddler Equipment Suppliers. Discounts are available if ordered before mid-December.
 - “Sale” item list was received from Burke
 - Board discussed equipment and chose two primary and a smaller additional system to receive down payment information.

- Kuehl will ask Burke if down payment is required plus amount needed or if a signed contract will suffice to hold sale pricing.

6) OLD BUSINESS

a) Swenson Park –

(1) Concession/RR Building Update:

- **Construction Update:** City Council approved concrete improvements for walkways, ADA pads and Field #2 bleacher supports.

(2) Concession Stand Staffing Update: Still no interested parties have come forward to provide concession services. WC Boosters may possibly provide coverage during 2026 High School games.

- **Softball Association:** Board discussed concession stand primarily benefits the softball fields and was requested by the softball association. Discussion will be made with the Softball Association to be responsible for the staffing of the concession stand for league games and tournaments. Will suggest using the Humboldt Baseball model for having parents staff the concession stand. City may possibly amend the Tournament Rental Contract with verbiage to require staffing the concession stand.

(3) Maintenance Fee for Swenson Park Usage:

- **Charging for Maintenance of fields:** T. Webber is planning on discussing this with personnel from the Sioux Falls Park and Rec to see how they are handling this. The Board continued to discuss fees for teams using the field and having added to 2026 enrollment fees. Teams or organizations that call to request field time will be prioritized by whether they pay fees. Board is to reach a decision by this fall to apply to 2026 when organizations begin sign-ups.
- **West Central School District:** WC School District is planning to purchase a self-propelled watering system that can be used at Swenson Park.
- **Hartford Flag Football Club:** Flag Football Club is planning on purchasing fertilizer for the Swenson Park fields.

(4) Business Advertising via Signage:

- Sidel provided an update to the advertisement agreement contracts (Reliabank, American Truck Store).
- Woodhull gave update on contacts with local businesses concerning advertising and mentioned additional businesses to approach with updated agreements. (Travis Electric, ATS, Andrew McMahon, Jesse Fonkert, John Cressman)
- New contracts will commence for the 2026 year.

b) 2025 Budget Items –

(1) Dog Park Shade houses are complete.

(2) City Council approved the requested funds to complete the budgeted concrete work at Swenson Park for 2025.

(3) Swenson Park Parking addition: Contracts signed and ready for pre-construction meeting.

b) Review 1–5-year Capital Improvement Plan for Park –

(1) Webber to attend Wednesday City Council Meeting to answer any questions related to the Park and Recreation 2026 Capital Budget.

7) NEW BUSINESS

- a) Review Master Park Plan drafted by ISG:** Discussion of ISG plan with focus on park improvements and planning
- City Council approved the ISG Park Master Plan

8) Other Items

- a) Review Agenda Items for Next Meeting**
1. No additions were made for addition to next meeting.

9) ADJORNMENT

Motion: A motion was made to adjourn the meeting.

- Motion was made by: Kuehl
- Seconded by: Weber
- Time of Motion: 7:15pm
- All voted yes, motion carried.

- a) Next Meeting** – September 22nd, 2025

MEETING CERTIFICATION

I, Frank Blaine, 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.