

HARTFORD PARK AND RECREATION BOARD AGENDA

MONDAY, AUGUST 28, 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 – updates
 - Bike Trail- updates
- 7) NEW BUSINESS
 - Review 2023 Expenses and possible purchases
 - Application for Brewery Fundraiser
 - 1-5 year plan
- 8) PROJECTS/DISCUSSION TOPICS
 - Agenda items for next meeting
- 9) ADJOURNEMENT- Next meeting September,25, 2023

Hartford Park and Recreation Board - Regular Meeting July 24,2023

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, Matt Evans, Kandi Lewi, Chris Woslager (city council representative) and Craig Wagner arriving at approximately 6:45pm (city employee representative). Absent with notice was Gail Blocker and Callie Tuschen. City Administrator Teresa Sidel was also present. There was no one from the public present at the meeting.

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

Approval of the Minutes: A motion was made by Evans and seconded by Lewin to approve the minutes from the June 26, 2023, Board meeting – all voted yes, motion carried.

Public Comments: None

Reports:

City Administrator Sidel provided an update to the Board on the following:

- Bike Trail project – Plans are being finalized by ISG and the city is awaiting approval from FEMA.
- Storm shelter project – FEMA has approved the extension of the timeline for the project, but no word was received on cost amendments.
- Bike Trail Bricks – The engraver bricks, purchased through the former bike trail committee, were cleaned and re-painted. and bike trail bricks.

Councilman Woslager stated that he would be able to secure additional rocks for the dog park if needed – Wagner will work with Woslager to see if the city can place some more rocks in the dog park.

Old Business:

- Swenson Park - The dugout benches are still on order. Order and placement of any additional shade structures will be delayed until after the storm shelter is erected. The public works department has the new sprinkler system up and running.

New Business:

- 2024 Budget Development – The Board discussed the following items for the Park & Rec Board 2024 Budget:
 - **Pickleball Court(s):** A need for pickleball courts has been expressed by the public. Discussion about utilizing the current basketball court in Lyon Park for a portable court was discussed, along with erecting a new court(s) in the old tennis court area. After discussion of placement, size, and costs – it was the consensus of the Board to look at erecting 2 new pickleball courts (60'x60' total). Total cost would be \$35,000.
 - **Shade Structures for the Sports Complex:** These have been put on hold until after the storm shelter is erected – possibly 2025 request for \$28,000.
 - **Park/Bike Trail Benches:** It has been discussed that Beaverbuilt will manufacture benches that can be placed in the city park system or along the bike trails. These bench can be placed and then members of the community can “buy” a bench that will received a dedication plaque on it. Beaverbuilt will sell the city one bench for \$700 or if we purchase 3 benches at a time, the price will be \$600 each. The city has received donation funds for 2 benches, so we know we need to purchase at least 2 benches in 2024. It was the consensus of the Board to ask for funding for 6 benches in 2024 so we can have on hand for future donations. Total cost would be \$3,600.
 - **Player Benches:** Another item of need is player benches at Turtle Creek Park and Milo Park. Wagner noted that a 15' bench can be purchased for \$1,000 – the city would need

4 benches (one for each dugout at Turtle Creek and Milo fields). Total cost would be \$4,000.

- **Batting Cage at Swenson Park:** The batting cage at Swenson Park needs replacing. With poles and nets the total cost is estimated to be \$22,000. If the city purchases the batting nets in 2023, only funds will be needed for the framing and poles. Total costs without the nets would be \$17,500.
- **Splash Park:** The want for a splash park was also discussed. Wagner checked with a few other cities that have splash parks. Although popular, the cost to erect is expensive and the cost to maintain is expensive. Since the Board currently has no plans for what or where to place for a splash park, this item was tabled until a later date.
- **Shade Awnings for the Library green area:** The city now owns city hall and the Gage Building. The green area in between is also owned by the city. The library utilizes this area in the summer for story hour and various activities. This area also receives a lot of daytime sun and is quite hot for the kids, parents, and workers. The city could purchase 3 shade awnings that could be bolted to each building so shade could be provided. Total cost would be \$1,000.
- **Swimming Pool:** It was the consensus of the Board to ask for additional funds to be placed in reserves for a future pool. Total ask would be \$100,000.
- **Extension of Parking Lot:** Wagner noted that something to think about for future years is extending the parking lot at Swenson Park. The Board will look at adding this to their 5-year plan.

Further discussion was held by the Board, and it was noted that \$22,000 for shade structures for Swenson Park is currently in the city's 2023 budget but this purchase is being postponed until a later date – possibly 2025. The Board discussed possibly utilizing these funds, with council approval, on some of the small items discussed in order to keep the Board's 2024 budget request lower. President Mulder plans to attend the council's 8/1 meeting to ask to utilize \$16,100 of the Board's 2023 budget funds for the following:

- **Pickle Ball Equipment (nets, rackets, balls) - \$3,000**
- **Benches for Park/Bike Trails - \$3,600**
- **Player Benches for Turtle Creek & Milo Fields - \$4,000**
- **Net for Batting Cage - \$4,500**
- **Shade Awnings for the Library green area - \$1,000**

A motion was made by Mulder, second by Evans to ask the city council to reallocate \$16,100 of 2023 budget funds from the shade structures for Swenson Park to pickleball equipment, benches for park/bike trail, player benches for Turtle Creek & Milo fields, nets for the batting cage, and shade awnings for the library area – all voted yes, motion carried.

A motion was made by Mulder, second by Evans to submit a request for \$152,500 for the following 2024 budget items if council allows the reallocation of 2023 funds: Pickleball Courts (2) - \$35,000; Structure for Batting Cage at Swenson Park - \$17,500; Future pool fund - \$100,000 – all voted yes, motion carried. A motion was made by Mulder, second by Lewin to submit a request for \$168,600 for the 2024 budget if council does not allow the reallocation of 2023 budget funds – all voted yes, motion carried.

Other Discussion Topics:

- Agenda Items for next meeting:
 - Update on Bike Trail Project & Storm Shelter Project

- Review 2023 Expenses & Possible Purchases
- Application for Brewery Fundraiser
- 1-5 year Plan

Adjournment: A motion was made by Mulder, seconded by Lewin, to adjourn at 7:38pm - 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.

8/28/2023

Park & Recreation Board City Administrator Report

NON-AGENDA ITEMS:

- **2024 Budget Meeting**

The City Council will hold their 2024 Budget meeting on Tuesday, September 9th at approximately 7pm (right after the 6pm regular meeting scheduled for that same night). The Council has been given the Park & Recreation Board's budget request of \$152,500 for their consideration. This request includes: \$35,000 for 2 pickleball courts at the main park; \$17,500 for a batting cage at Swenson Park; and \$100,000 for a future pool structure.

AGENDA ITEMS:

Old Business

- **Swenson Park Update:**

The FEMA storm shelter project was discussed by the city council at their 8/15 meeting. A concession stand/restroom building was identified as a need at the Swenson Sports Complex. Due to additional funds from the COVID pandemic, the state had hazard mitigation grants available. The city applied for a storm shelter building that could double as a concession stand and restroom building as well. The original design was for 125 capacity with a cost estimate of \$883,470. The city received a grant for 85% so the city's share was only \$132,520. In 2022, the city increased the capacity to 300 causing the cost to increase to \$1,704,012. We filed an amended application with FEMA to change our project scope and cost estimates – if awarded the city's share was increased to \$255,601 (this is what we put in our 2023 budget). This last month we received word from the state that our change of scope and application deadline was approved but additional grants funds are not guaranteed. The city would need to front the construction cost of \$1.7M but grant funds are limited so grant reimbursement is on a first-come, first-serve basis. The city would be taking the risk of not getting any additional grant funding. After discussion by the council, it was decided to turn down the FEMA grant and utilize the \$255,601 that is in budget to construct a concession/restroom building on our own that would still meet the city needs. This amount is being placed in the city's 2024 budget and this Board will need to start the discussion on a new design within our budget scope.

- **Bike Trail Update:**

The city council also discussed this project at their 8/15 meeting. The original cost estimate of this trail was \$293,022 back in Feb of 2021 when we started the grant application process. The city applied for 3 grants, but only a grant from GFP was awarded. That grant amount was \$130,588 and stipulated that the project needed to be completed by 12/2023. Since that time, the city has struggled with gaining easements and construction issues. The 10' wide trail was reduced to an 8' wide trail due to price increases last year. The new cost estimate was \$344,854. Due to width constraints the city now must add an additional retaining wall and cost estimates have risen once again – we are now looking at \$400,000 to \$435,000 for this trail project. To top everything else off, we still do not have approval from FEMA to construct in the creek area – this process is taking longer than expected. After discussion by the city council last night, it was decided to forego the grant and this project at this time. The council believes that \$400,000+ could be utilized better somewhere else. The city will complete the FEMA process and have ISG finalize the plans. That will also us to have a full set of plans and FEMA approval is at some point we wish to move forward with this project in the future.

New Business

- **Review 2023 Expenses & Possible Purchase:**

On 8/1, the City Council approved the re-allocation of \$16,100 in funds from the Shade Structures to various other items identified by the Board on 7/24. Enclosed is an updated budget for 2023. These are items that the Board can discuss purchasing out of the 2023 budget.

- **Application for Brewery Fundraiser:**

Gail Blocker has previously noted that Buffalo Ridge Brewery holds a charity bingo event the 1st Saturday of the month October through May. This can be utilized as a fundraiser for local organizations. The Board can discuss whether you would like to take advantage of this event or not. (Since the Board is technically under the city's umbrella, I have an email into the city attorney to see if we can legally do this – should know something by our meeting)

- **Review Project Priority List for 1-5 Year Plan:** Previously, each Board member was asked to think about the future needs for each park facility and city-wide amenities such as pool, bike trails, etc. Further discussion on a 1-5 year plan can be held at our meeting.

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 2023 (as of 8/28/2023)

Original Budget Amount \$1,931,227.98

Sports Complex Storm Shelter 1,597,705.98
YTD Expenses -13,493.75

(This will be moved to a 2024 Project)

Bike Trail 293,022.00
YTD Expenses -33,417.75

(This project has been placed on hold indefinitely)

Both of the above projects have been removed from the 2023 Budget

Revised 2023 Park & Recreation Board Budget \$40,500.00

Benches (4) 10,000.00
YTD Expenses -9,598.40

Sprinkler/Hoses/Carts 8,500.00
YTD Expenses -6,669.57

Shade Structures (4) 5,900.00

Pickleball Equipment (nets,rackets,balls) 3,000.00

Benches for Park/Bike Trails 3,600.00

Player Benches for Turtle Creek/Milo Fields 4,000.00

Net for Batting Cage 4,500.00

Shade Awnings for the Library Green Area 1,000.00

Misc Expense
Survey Monkey - 105.44

Balance as of 8/28/23 **\$24,126.59**

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.



Charity Bingo Application

Thank you for your interest in participating in our Charity Bingo & Beers event on the first Saturday of October through May. We love partnering with local organizations to highlight your work and bring funding to your charity through fun times at our brewery. To be considered for this year's charity lineup, please provide the following information and confirm that you agree to the conditions to participate.

Name of primary contact: _____

Position/Title: _____

Email: _____ Phone: _____

Is there any month that you cannot attend? _____

Please tell us a little about your organization's cause/mission:

Charity Obligations:

- Please provide someone to be present the day of your event. We may ask you to briefly introduce your organization and cause. We ask that your representative sit at our greeting table to sell bingo sheets & ink daubers. All the proceeds raised for your charity come from these sales.
- In the month following your event, you will be presented with a check. Please have a representative from your organization in attendance. This will be a photo opportunity to promote your cause, as well as future bingo event promotion.
- If you are chosen, we ask that you please provide us with your logo, photos, mission statement, quotes, testimonials, or any additional information with which we can use to promote the event. We will share our media toolkit with you as well so that you can promote the event on your social media.
- As a chosen charity you are asked to share the event and encourage participation amongst your network to encourage a great turnout for your fundraising goals.
- You are welcome to bring promotional materials to your event, such as brochures, flyers, business cards, etc. We do not allow any other fundraising during the event.

Please send this form to: support@buffaloridgebrewing.com with subject "Charity Bingo"

We will review your application and be in contact if you are chosen to be one of our guest charities this year. Preference will be given to Hartford Area local charities/organizations first. If you are not selected this year, please consider applying again in the future. If you are chosen, we will be in touch to confirm a date and collect the above-mentioned materials for promotion.

Looking forward to another year of giving!!
Kindly,

Team Buffalo Ridge Brewing