

# Hartford Park and Recreation Board Agenda - Monday September 23, 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 July 22, 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
  - \*Discussion on Operation of Concession Stand once erected
- b. **Pickleball Updates**
  - \*Discussion of Donation Request from David Groeneveld
- c. **AED first aid kit grants/prices**
- d. **WC Hartford Elementary Playground Equipment**
- e. **2024 Budget Items with Estimates**
- f. **Review 1-5 Parks Capital Improvement Plan** - Discuss cost estimates, timeframes & reprioritizations.

## 7) NEW BUSINESS

- a. Letter of Support for TAP Grant
- b. Review & Discuss results of City's 2025 Budget Meeting and what was allocated
  - \*Discuss Possible Revenue Sources (Maintenance Fees/Sponsorships)
  - \*Discuss Future Plan for Swimming Pool
  - \*Park Plan for Lyons Park
- c. Park Land Master Plan Discussion - Troy Jackson (P&Z Representative)
- d. 2024 Budget Surplus
  - \*Additional Trail Benches

## 8) OTHER ITEMS

- a. Review Agenda Items for October's Meeting

## 9) ADJOURNEMENT

- a. **NEXT MEETING** - October 28, 2024

# 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.

## HARTFORD PARK AND RECREATION BOARD-REGULAR MEETING MINUTES

July 22, 2024

### 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

## HARTFORD PARK AND RECREATION BOARD-REGULAR MEETING MINUTES

July 22, 2024

**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.

9/23/2024

## Park & Recreation Board City Administrator Report

### NON-AGENDA ITEMS:

- None

### AGENDA ITEMS:

#### Old Business

- **Swenson Park Concession/RR Building Update:** Work continues on the Sports Complex concession stand building. The water/sewer lines have been placed, the footings and frost wall are done, and work is now being done on the block walls. Once the walls are in place, the city crew can start work on the roof to enclose the building.

**Operation of Concession Stand:** One thing that we want to start thinking about is how or who is going to run the concession stand for this upcoming year. I did reach out to other communities to get some preliminary information on how they run their concession stands, and it seems like everyone is set up a little different, but it basically boils down to 3 scenarios -

1. The city runs the stand – this would require extra personal and payroll
2. The sport associations run the stand – this would require the city to work with each organization to see who is interested in this and come up with a fair plan for all
3. Take proposals from area businesses, groups, or individuals that want to run the stand for the season

I believe the first step may be to try and organize a meeting with representatives from each organization and see what thoughts they have or what interest they have in running the concessions.

- **Pickleball Update:** The pickleball courts are close to completion – the last item that is needed is to paint the Goldenwest logo on the courts and erect the sign for Goldenwest. We anticipate this to be completed by next week. The city is planning a ribbon cutting for Tuesday, October 1<sup>st</sup> at 5:30 – at which time we will open the court to the public. Wynne with the Chamber and Amy with the HADF are organizing the event and they would like a representative from the Park & Rec Board to speak – so, I will be asking for a volunteer at our meeting.

**Donation received:** The city received a letter from David Groeneveld thanking us for the pickleball courts. He would like the city to consider placing a wall of some sort at the end of the courts to allow for one person to practice the game. I have discussed this with Craig and the easiest way to do this would be to place a wooden board at each end with a painted line but he is going to check into various options so we can discuss at our meeting. Mr. Groeneveld did send a donation check of \$100.00 for this if we decide to move forward with a pickleball practice board but this would be at the Board's discretion. (see enclosed letter)

- **AED/first aid kit grants/prices:**

**Sanford Application:** I received an email on September 9<sup>th</sup> from Sanford Health stating that our application for an AED was denied. They noted that the Sioux Empire United Way has a grant application specifically for AEDs which will pay ½ the cost of the AED and case up to \$900. Because of this program, Sanford places their grant funding into other projects. Since this does not fully pay the cost of an AED or case, the city would have to fund 50% up to \$900 if awarded. Does the Board want me to move forward with the grant application?

**POET Application:** I have received no word from POET yet, their deadline for awards is September 30th.

- **WC Hartford Elementary Playground Equipment:** As noted 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 be placed at the sports complex.
- **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 approved for the pickleball facility. The only expenses paid out fully to date are for the batting cages – this project is over budget by \$2,112,11. The other expenses paid to date are for the concession stand and pickleball project – these projects are not complete and more expense will be paid. 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.

- **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. I have included a column to show what items the council has budgeted for in 2025 for your reference.

### **New Business**

- **Letter of Support for the TAP Grant:** In May, the city council held a discussion regarding the submission of an application for the state’s Transportation Alternative Grant. This is an 80/20 grant for safe pedestrian routes with a focus on routes to schools. Staff did a survey of the sidewalks and connections to our school system and identified areas that need to have additional sidewalks or trails for a safe connection to schools. Staff focused on getting neighborhoods to the current elementary and MS/HS and the future school south of Mickelson Road. On May 21<sup>st</sup>, a plan was presented to the council that identified proposed sidewalks, a bike path and painted crossings. The total cost of the proposed plan was approximately \$1.2M. The council made a motion to approve the plan and submit a letter of intent to the state for the transportation alternative grant. On August 14<sup>th</sup>, members of the SDDOT met with staff to discuss our application. The overall plan was reviewed and explained. It was noted that the grant request was for \$1.2M and typically this grant only provides up to \$600,000 in funding so it was suggested to split our project into multi-year phases and size down our request for this year. The state also indicated that the bike path that would connect the Turtle Creek Highland area to the city would be a great place to start since this neighborhood currently has no other connection to the city’s sidewalk system. ISG is working on cost estimates for various phasing but has estimated that the proposed bike path along Mickelson would be right at the \$600,000 maximum request. It would make sense to move forward with the bike path along Mickelson Road for this year and then phase the other sidewalks into future requests. The council has agreed to this phase approach and starting phase 1 with a bike trail connection between Turtle Creek Highlands and the existing bike path at Patrick Ave. In order to aid this application, which is due by October 1<sup>st</sup>, I would like to ask the Park & Rec Board to provide a letter of support. A draft is included for the Board’s review and approval.
- **Review & Discuss results of City’s 2025 Budget Meeting and Allocations:** The city council allocated the below funds for 2025 to the Park & Rec Board budget.

○ Parking Lot Improvements at Swenson Park	\$215,000	As requested
○ Ball field Improvements at Swenson Park	\$ 30,000	Requested \$60,000
○ Playground Improvements at Swenson Park	\$ 10,000	As requested
○ New Restroom Bldg by Pickleball Courts	\$ 27,000	As requested
○ Additional Pickleball courts	\$ 0	Requested \$45,000
○ Shade structure for playground at Swenson Park	\$ 10,000	As requested
○ Shade structure for dog park	\$ 2,500	As requested

As Ryan can attest, this was a difficult budget year with the city trying to fund as much as possible and still being fiscally responsible to the taxpayers. Like everywhere, all costs are up, and expenses keep rising. At the end of the day, this Board did receive \$294,500 in funding, with most items fully funded and only the additional pickleball courts not funded at all. I believe the council felt that we can wait to gauge the use this year on the first courts before we proceed with additional courts.

A couple of items that were touched on at the budget meeting that I think this Board should start thinking about –

- Possible Revenue sources for the park board: A couple of possible revenue sources that come to mind, which have been briefly touched on before include charging the associations a yearly maintenance fee for use of the field for practices, games and tournament. Maintenance is a large expense from mowing, striping, aglime, water, etc. Since each association and the school utilize our fields, I do not think charging a maintenance fee would be out of line. We have also talked about selling various sponsorships for the fields or other improvements – this too can help with the costs of improvements.
- Future Plan for the Swimming Pool: The last couple of years the city has seen significant leaks in our swimming pool. The cost estimate of this year’s leak (not including any extra water or chemicals) for just repairs is estimated to be approximately \$12,000. Last year we also had a significant leak. Unfortunately, our pool is 50 years old and has cast iron piping throughout – this piping is corroding, and leaks are inevitable. Each time we repair one portion, we have the chance for another portion to start leaking. This Board will need to start discussing ways to move forward – either with a repair plan for the pool or with plans for a new pool system. Although the city plans to do repairs for this year, we do need to find a long-term solution.

- Park Plan for Lyon Park: One items that originally came up during our pre-budget drive around and then again at the budget meeting, was working with the city engineer to develop an overall improvement plan for the Lyon Park area – including pool and ballfields. Is this something the Board believes we should move forward with and if so, would you like me to solicit a quote from ISG for this service?
- **Park Land Master Plan Discussion:** 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. The Planning & Zoning Board would like to work with the Park & Rec Board to come up with a master plan that would identify land/area needed for either a park or bike trail. Once this master plan is developed, the Board will then work with a developer to see if they would be required to donate land (as identified in this master park plan) or if they would need to donate funds. Troy Jackson with the P&Z Board will be present to discuss with the board.
- **2024 Budget Surplus:** The current Park & Rec Board budget for this year shows a total of \$3,260 in unallocated funds but this will change after all projects have been completed and expenses paid. We know we have already gone over budget for the batting cages by approximately \$2,000 but hopefully the remaining projects will stay within budget or even come in lower. If there are extra budget funds towards the end of the year, this Board can allocate as needed. I think we will have a better idea of total project expenses by October and then we can discuss further. If we do have additional budget funds that are unallocated after all other expenses are paid, I would suggest we discuss purchasing additional benches for the trails – I have one person who is interested in purchasing a bench next year and place it along the Michael Fitzmaurice trail (Hartford Heights). Craig was going to get a price if we decide to order more benches.

Call if you have any questions 605-528-6187 or 605-906-1750. Or email me at [cityhall@hartfordsd.us](mailto:cityhall@hartfordsd.us) Teresa

## David P. Groeneveld

407 N Vandemark Ave, Hartford, SD 57033

[david@advancedremotesensing.com](mailto:david@advancedremotesensing.com)

(505) 690-6864

July 29, 2024

Ms. Teresa Sidel  
Hartford City Administrator  
125N. Main Avenue  
Hartford, SD 57033

Dear Teresa,

Thanks to you and your team for building pickleball courts! Such a great idea and I know this will be a big hit.

I'm writing to request consideration for building a practice backboard. This could be a simple wall about 8 feet high on the north or south end of newly constructed courts. It can be a permanent construction made inexpensively with cinder blocks, rebar and mortar. No problem with the mortar joints: they would add a bit of variability in the return bounce. A painted line at the net height is all that is needed to make it work.

The point of a backboard is that it allows a single player to be able to work on their fore and backhand strokes. The width of a court could even allow two players to work on their strokes separately.

Please accept my contribution toward the cost of the courts, made with the hope that they will include a backboard.

Thanks again,

David

David Groeneveld



Park & Rec Board Budget for 2024

Original Budget Amount	<u>\$ 307,500.00</u>
Sports Complex Concession/RR Bldg	\$ 255,000.00
2 Pickleball Courts	\$ 35,000.00
Batting Cage	<u>\$ 17,500.00</u>
	<u>\$ 307,500.00</u>

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Revised Budget (to include Goldenwest Donation)	<u>\$ 332,500.00</u>
Sports Complex Concession/RR Bldg	\$ 255,000.00
YTD Expenses	-49,667.08
2 Pickle Ball Courts	\$ 35,000.00
YTD Expenses	-33,513.52
Goldenwest Logo Signage	\$ 1,500.00
Fencing for Pickleball	\$ 4,480.00
YTD Expenses	-7,250.44
Outside Improvement for Pickleball (Parking Lot Extension & Sidewalks)	\$ 12,760.00
YTD Expenses	-405.68
3 Benches for Pickleball	\$ 3,000.00
Batting Cage	\$ 17,500.00
YTD Expenses	-19,612.11
Unallocated Funds	<u>\$ 3,260.00</u>
	<u>\$ 322,500.00</u>

### Parks Recreation - Project Schedule

No	Park	Project	2025	2025 Budget	2026	2027	2028	Future
1	Swenson	Additional Parking-Soccer/Flag Football Fields (unpaved)	\$215,000	\$215,000				
2	Swenson	Ball Field Improvements (Shade, Bleachers, Concrete, Foul Poles-4 Fields	\$60,000	\$30,000				
3	Swenson	Playground equipment-Safety Improvements (from Hartford Elem)	\$10,000	\$10,000				
4	City Park	Pickleball: Restroom Building new courts	\$27,000	\$27,000				
5	City Park	Pickleball: Construct Additional Court & Fencing (1 double court)	\$45,000	\$0				
6	Swenson	Shade Structure near Playgroup Area	\$10,000	\$10,000				
7	Dog Park	Shade Structure (Price is for 2 separate solid structures 12' x 10')	\$2,500	\$2,500				
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
		<b>Yearly Totals</b>	<b>\$369,500</b>		<b>\$25,700</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Version 2.02



## ***Hartford Park & Recreation Board***

September 23, 2024

RE: Transportation Alternatives Program

Dear Mr. Logan Gran,

As the Park & Recreation Board for the City of Hartford, it is our duty to evaluate, identify, and plan for quality-of-life matters including but not limited to the care, regulation and management of the City’s public parks, sports complex and recreational trail system. Providing safe pedestrian connections throughout the city is a high priority for our Board.

The proposed recreation trail between Turtle Creek Highlands and the existing recreation trail at Patrick Avenue will provide an essential connection for that neighborhood to the rest of the city’s trail and sidewalk system. This trail will provide healthy recreation and transportation for adults and children to safely walk and ride their bikes, along with providing vital access to schools, downtown, businesses and services. Without this trail, this neighborhood community does not have a safe pedestrian connection to the rest of the city.

Please accept this letter of support for the proposed recreation trail extension along Mickelson Road. The City and our Board look forward to working with the state on this great project.

Thank you,

Matt Evans, President

Gail Blocker, Vice President

Kandice Lewin, Secretary

Wendy Kuehl

Tim Weber

Ryan Horn

Craig Wagner

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