

**HARTFORD PARK AND RECREATION BOARD-REGULAR MEETING MINUTES**  
**October 27, 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
- Open - City Council Representative
- Craig Wagner – City Employee Representative

**Others:**

- Teresa Sidel

**2) APPROVAL OF AGENDA**

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

- Motion was made by: Lewin
- Seconded by: Woodhull
- All voted yes, motion carried.

**3) APPROVAL OF PREVIOUS MINUTES**

**Motion:** A motion was made to approve Minutes from the September 22, 2025, meeting:

- Motion was made by: Lewin
- Seconded by: Woodhull
- All voted yes, motion carried.

**4) PUBLIC COMMENTS**

- None – no public present
- Weber noted that Mr. Peterson with the WC High School would like to plant a tree at Turtle Creek Park. Further coordination with the city will be needed.

**5) Reports (non-agenda items)**

- Sidel noted that the Mayor is still working on securing an appointment for the open Ward 1 position on the council. The city did receive a rack for pickleball paddles that will be erected. Woodhull noted that there were kids playing soccer within the pickleball area – Sidel is going to check the verbiage on the current pickleball sign and if there is nothing that address this, addition signage may be needed. A thank you was sent to the Girls Scouts for the new sign at Lyons Park.

## 6) OLD BUSINESS

### a) Swenson Park –

- (1) **Concession Stand Discussion:** No updates. The City is still seeking an entity or someone to run the concession stand for the games during 2026.
- (2) **Maintenance Fee for Swenson Park Usage:** No updates. The Board is still discussing ways to help offset the large maintenance expense for Swenson Park. Suggestions include charging a fee from each association but it was also suggested to utilize revenue from sign advertisement.
- (3) **Business Advertising via Signage:**
  - There are currently four 3-year contracts for banner advertising sold and one 1-year contract for scoreboard advertising sold. Woodhull said that he would continue to seek advertisement commitments through the winter months.

### b) 2025 Budget Items –

- (1) Swenson Park Parking Lot Update: This project is substantially complete and usable. The contractor will supply a seed warranty to make sure the seeding comes up next spring.
- (2) Swenson Park concrete, bleachers, shade structures: The area by field 2 is being prepped for additional concrete as discussed earlier with the Board. Once the concrete is placed, bleachers and shade structures can be worked on.
- (3) Swenson Park playset placement: Now that the parking lot expansion project is done, the public works department can work on erecting the playset equipment received by WC schools. This placement may not be until spring depending on the weather and how busy the public works department is this fall.
- (4) Lyons park restrooms: The new restroom building in Lyons Park by the pickleball courts has been started. The public works staff is hoping to get the building enclosed before winter.

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

- (1) City Council approved the 2026 requested budget and assigned \$300,000 for Park and Recreation Capital Improvements. The Board will continue to review this plan and make adjustments as needed.

**Note:** The city council did release \$11,976 for a down payment for the 2–5-year-old play structure for Lyons Park that is planned for 2026. This unit has been ordered and delivery is expected next spring.

## 2) NEW BUSINESS

- None

## 3) Other Items

### a) Agenda Items for Next Meeting

President Weber asked that all board members review the park master plan from ISG so that can be utilized in future planning for our 1-5 year capital improvement plan for the parks.

#### 4) ADJORNMENT

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

- Motion was made by: Woodhull
- Seconded by: Lewin
- Time of Motion: 6:47pm
- All voted yes, motion carried.

a) **Next Meeting** – November 24, 2025

#### MEETING CERTIFICATION

I, Teresa Sidel, City Administrator, 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.