

**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 September 23, 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
- Operations of the Concession Stand
- Charging for use of the Fields

**b. Pickleball Updates**

**c. AED first aid kit grants**

**d. 2024 Budget Items with Estimates**

**e. TAP Grant**

**f. City Park Area Plan**

**g. Park Land Master Plan**

**h. Review 1-5 Parks Capital Improvement Plan - Discuss cost estimates, timeframes & reprioritizations.**

**7) NEW BUSINESS**

- a. 2024 Budget Surplus

**8) OTHER ITEMS**

- a. Review Agenda Items for November's Meeting

**9) ADJOURNEMENT**

- a. **NEXT MEETING** - November 25, 2024

# HARTFORD PARK AND RECREATION BOARD-REGULAR MEETING MINUTES

September 23, 2024

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

- **By:** Matt Evans
- **Time:** 6:30 pm
- **Location:** Hartford City Hall

### 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
- Members of the Public:
  - none

### 2) APPROVAL OF AGENDA

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

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

### 3) APPROVAL OF PREVIOUS MINUTES

**Motion:** A motion was made to approve the Minutes from the July 22, 2024 meeting:

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

### 4) PUBLIC COMMENTS

- No public comments on non-agenda items

### 5) REPORTS – Included in Old and New Business

### 6) OLD BUSINESS

- a) **Swenson Park – Concession / Restroom:** 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. One thing that we want to start thinking about is how or who is going to run the concession stand for this upcoming year. Sidel did reach out to other communities to get some preliminary information on how they run their concession stands. 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.

## HARTFORD PARK AND RECREATION BOARD-REGULAR MEETING MINUTES

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- (3) Take proposals from area businesses, groups, or individuals that want to run the stand for the season. 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.

The Board would like to reach out the various sports associations that are utilizing the complex to see what their level of interest is.

- b) **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 1st 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. Tim Weber agreed to attend the meeting as a rep from the Park & Rec Board.

**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. Sidel and Wagner have discussed, 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. The Board decided to add the Pickleball practice court to our 1-5 year Capital Projects list. The board signed a thank you card for David and asked Sidel to reach out to him to see if he wants to wait on his donation.

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

- **Sanford Application:** Teresa received an email on September 9th 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. 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.

**Motion:** A motion was made to apply for the United Way grant (\$900) and use \$900 from this year's budget to purchase an AED to be placed at the Sports Complex.

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

**POET Application:** Teresa has received no word from POET yet, their deadline for awards is September 30<sup>th</sup>.

- d) **WC Hartford Elementary Playground Equipment:** 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.

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- e) **2024 Budget Items with Estimates:** Below 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.

Park & Rec Board Budget for 2024

Sports Complex Concession/RR Bldg	\$255,000.00
2 Pickleball Courts	\$ 35,000.00
Batting Cage	\$ 17,500.00
<b>Total Original 2024 Budget Amt</b>	<b>\$307,500.00</b>
PLUS: Goldenwest Pickleball Sponsorship	\$ 25,000.00
<b>Revised Budget</b>	<b>\$332,500.00</b>
Sports Complex Concession/RR Bldg	<b>\$255,000.00</b>
YTD Expenses	<b>&lt; 49,667.08&gt;</b>
2 Pickleball Courts	<b>\$ 35,000.00</b>
YTD Expenses	<b>&lt; 33,513.52&gt;</b>
Goldenwest Logo Signage	\$ 1,500.00
Fencing for Pickleball	\$ 4,480.00
YTD Expenses	<b>&lt; 7,250.44&gt;</b>
Outside Improvements for Pickleball (Parking Lot Extension & Sidewalks)	\$12,760.00
YTD Expenses	<b>&lt; 405.68&gt;</b>
3 Benches for Pickleball	\$ 3,000.00
Batting Cage	\$ 17,500.00
YTD Expenses	<b>&lt; 19,612.11&gt;</b>
Unallocated Funds	\$ 3,260.00

**HARTFORD PARK AND RECREATION BOARD-REGULAR MEETING MINUTES**

**September 23, 2024**

- f) **Review 1-5 year Park Capital Improvement Plan:** The 1-5 year capital project plan for Park & Recreation shows possible projects/improvements to the city’s park system. An updated CIP was provided to the Board.

No	Park	Project	2025	2025 Budget
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	Swenson	Shade Structure near Playgroup Area	\$10,000	\$10,000
6	Dog Park	Shade Structure (Price is for 2 separate solid structures 12' x 10')	\$2,500	\$2,500
7	City Park	Pickleball: Construct Additional Court & Fencing (1 double court)	\$45,000	\$0
		<b>Totals</b>	<b>\$369,500</b>	<b>\$294,500</b>

**7) NEW BUSINESS**

- a) **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 21st, 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 14th, 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>, the Park & Rec Board approved & signed a letter of support.
- b) **Review & Discuss Results of City’s 2025 Budget Meeting and Allocation:** The city council allocated \$294,500 to this board for 2025 as detailed below, with most items fully funded and

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only the additional pickleball courts not funded at all – this is to gauge the use this year on the first courts before we proceed with additional courts.

- 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

A couple of items that were touched on at the budget meeting:

- **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, Agri lime, water, etc. Since each association and the school utilize our fields, charging a maintenance fee would be out of line. The Board has 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.
  - **Create Overall Improvement Plan** - Discussed working with the city engineer to develop an overall improvement plan for the Lyon Park area – including pool and ballfields. Sidel will get cost estimate from Engineering on doing a layout of the park.
- c) **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 was supposed to be present to discuss

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with the board, but he was not in attendance. Further discussion by the Board will be in October.

- d) **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. The Board will have a better idea of total project expenses by October and then they can discuss further.

- **Purchase additional benches** – There is one person interested in purchasing a bench next year and placing it along the Michael Fitzmaurice trail (Hartford Heights). The benches are \$700 each (plus concrete) from Beaverbuilt. They sell them in sets of three. We did put \$3,000 money aside for pickleball benches

**Motion:** A motion was made to use \$3,000 allocated in the 2024 budget to purchase 3 benches from Beaverbuilt and place 2 by the pickleball courts and 1 along the Michael Fitzmaurice trail.

- Motion was made by: Weber
  - Seconded by: Lewin
  - All voted yes, motion carried
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- **Paint Pickleball Lines on Basketball Court:**  
**Motion:** A motion was made to use \$50 from the 2024 surplus to re-paint pickleball lines on the basketball court to just make a single pickleball court.

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

### 8) OTHER ITEMS

- a) Agenda Items for Next Meeting  
(1) Releasing or spending 2024 surplus

### 9) ADJORNMENT

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

- Motion was made by: Kuehl
- Seconded by: Evans
- Time of Motion: 7:24 pm
- All voted yes, motion carried.

- a) **Next Meeting** – October 28, 2024

### MEETING CERTIFICATION

**HARTFORD PARK AND RECREATION BOARD-REGULAR MEETING MINUTES**

**September 23, 2024**

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.



10/28/2024

## Park & Recreation Board City Administrator Report

### NON-AGENDA ITEMS:

- **Bench Donations:** The City has on order 3 benches. As discussed, 2 will be placed in the park at the pickleball courts and 1 will be placed along the Hartford Heights Trail. The city has received donation sponsors for all 3 of the benches. The Board may want to discuss ordering 3 more.

### AGENDA ITEMS:

#### Old Business

- **Swenson Park Updates:**
  - **Concession/RR Building Update:** Work continues on the Sports Complex concession stand building. The block work and framing are done, the flooring is done, and the city is completing the roof.
  - **Operation of Concession Stand:** The Board discussed possible options for operations of the new concession stand at their last meeting. Below are 3 possible options – various Board members were going to reach out to the sports associations so further discussion can be held.
    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.
  - **Charging for use of fields:** The Board also discussed possibly charging a maintenance fee to the various associations for use of the fields 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.
- **Pickleball Update:** The pickleball courts are now done. The city will be adding a sidewalk from the parking lots to the courts as well this year.

**Donation received:** The city received a letter from David Groeneveld thanking us for the pickleball courts and asked 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. This was discussed by the Board at your last meeting and noted that currently there is no room within the fencing for this but it will be consideration for future courts. Staff did reach out to Mr. Groeneveld and noted that it may be 2-4 years before this addition is placed – Mr. Groeneveld wanted the city to keep the donation for future improvements.

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

**POET Application:** I have received no word from POET yet, and their deadline for awards is September 30th. I am still trying to follow up on this.

**Sioux Empire United Way:** An application for their grant program was submitted and I received word last week that we were approved. This is a 50/50 grant, with the grant paying \$900 of the total \$1800 costs, and the city paying the other \$900. Since all expenditures need to be approved by the city council, acceptance of this award has been placed on the council's 11/5 meeting agenda.
- **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. We have gone over budget on some items so I am unsure if there will be any unallocated funds for 2024.
- **TAP Grant:** The city has submitted an application for phase 1 of the TAP grant was submitted to the state on Friday (9/27). Phase 1 will be for a bike trail along the south side of Mickelson Road from the existing trail at Patrick Ave to Turtle Creek Drive. This will provide the only pedestrian connection for this neighborhood. A revised cost estimate from ISG is \$749,549.50, which is slightly higher than previously anticipated, but this trail would make a good connection and the city's share would only be approximately \$150,000. The grants will be reviewed by the grant committee on Wednesday, November 13<sup>th</sup>.

- **City Area Park Plan:** The Mayor and City Council has asked ISG to submit a cost proposal for development of a park plan for the city's main park area. We are still waiting for this proposal.
- **Park Land Master Plan:** 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. The city has also asked ISG to submit a cost proposal to help with the development of this plan as well. We are still waiting for this proposal.
- **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

**New Business:**

- **2024 Budget Surplus:** We anticipated a \$3,260 in unallocated funds for 2024 but some of our cost estimates have gone over budget and it is unknown if we will have a surplus or not. I do not believe the Board should dedicate any additional budget funds until we know if we actually have a surplus or not.

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

**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	-107,533.59
2 Pickle Ball Courts	\$ 35,000.00
YTD Expenses	- 43,013.52
Goldenwest Logo Signage	\$ 1,500.00
YTD Expenses	-1,397.00
Fencing for Pickleball	\$ 4,480.00
YTD Expenses	-7,478.28
Outside Improvement for Pickleball (Parking Lot Extension & Sidewalks)	\$ 12,760.00
YTD Expenses	- 680.68
3 Benches for Pickleball	\$ 3,000.00
Batting Cage	\$ 17,500.00
YTD Expenses	-19,612.11
Unallocated Funds	<u>\$ unknown</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 Add Court & Fencing (1 double court)/Practice Board	\$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>

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