

HARTFORD PARK AND RECREATION BOARD-REGULAR MEETING MINUTES

October 28, 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 – Absent with approval
- 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: Weber
- Seconded by: Kuehl
- All voted yes, motion carried.

3) APPROVAL OF PREVIOUS MINUTES

Motion: A motion was made to approve the Minutes from the Sep 23, 2024 meeting:

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

4) PUBLIC COMMENTS

- No public comments on non-agenda items

5) REPORTS – Included in Old and New Business

- a) **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. We will wait until November to discuss purchasing 3 additional benches.

6) OLD BUSINESS

- a) **Swenson Park – Concession / Restroom** - 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. Concrete is lined up. Should have all major expenses completed by end of November.
 1. **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

HARTFORD PARK AND RECREATION BOARD-REGULAR MEETING MINUTES

October 28, 2024

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.
 - **Tim met with Hartford Area Softball** – They don't want to run it. However, if they rent the park from the city for a tourney they want to keep the money from the concession.
- (3) **Take proposals from area businesses, groups, or individuals that want to run the stand for the season.**

TO DO: Need to find flag football and softball schedules to have for when we open this up for bids.

- **Motion:** Committee would like to recommend to Council to open up the running of the concessions for bids.
 - Motion was made by: Weber
 - Seconded by: Kuehl
 - All voted yes, motion carried.
2. **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 tournaments. 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.
 - **Cost of annual maintenance** – watering, mowing, chalking, drag diamonds, Agri lime. Even if they do their own chalking the city provides the chalk
 - **TO DO:** Teresa will get yearly costs together to discuss at next meeting.
 - b) **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. The sidewalk should be done this week.
 1. **Tim** – What are your thoughts on putting lights up? Per Craig we had lights for tennis courts but they kept getting vandalized. We could put a camera on the box. We added this to our 1-5 year Capital Improvements List.
 2. **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.
 - c) **AED first aid kit grants/prices:**
 1. **POET Application:** Teresa has received no word from POET yet, and their deadline for awards is September 30th. She is still trying to follow up on this.
 2. **Sioux Empire United Way:** An application for their grant program was submitted and Teresa 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

HARTFORD PARK AND RECREATION BOARD-REGULAR MEETING MINUTES

October 28, 2024

need to be approved by the city council, acceptance of this award has been placed on the council’s 11/5 meeting agenda.

(1) **Motion:** The Committee would like to accept the Sioux Empire United Way grant with the city being responsible for paying the remaining \$900.

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

d) **2024 Budget Items with Estimates:** 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 Board is unsure if there will be any unallocated funds for 2024.

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
Total Original 2024 Budget Amt	\$307,500.00
PLUS: Goldenwest Pickleball Sponsorship	\$ 25,000.00
Revised Budget	\$332,500.00
Sports Complex Concession/RR Bldg	\$255,000.00
YTD Expenses	< 107,533.59>
2 Pickleball Courts	\$ 35,000.00
YTD Expenses	< 43,013.52>
Pickleball - Goldenwest Logo Signage	\$ 1,500.00
YTD Expenses	<1,397.00>
Fencing for Pickleball	\$ 4,480.00
YTD Expenses	< 7,478.28>
Outside Improvements 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	\$ unknown
	\$322,500.00

e) **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

HARTFORD PARK AND RECREATION BOARD-REGULAR MEETING MINUTES

October 28, 2024

city’s share would only be approximately \$150,000. The grants will be reviewed by the grant committee on Wednesday, November 13th.

- f) **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.
- g) **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.
- h) **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 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

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	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
Totals			\$369,500	\$294,500

7) NEW BUSINESS

- a) **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. The Board will review at their next meeting.
- b) **Pool** – Replaced all cast iron pipes and it has been completed and re-patched. Cost was apx \$12,000

8) OTHER ITEMS

- a) Agenda Items for Next Meeting
 - (1) Purchase 3 additional benches.

9) ADJORNMENT

HARTFORD PARK AND RECREATION BOARD-REGULAR MEETING MINUTES

October 28, 2024

Motion: A motion was made to adjourn the meeting.

- Motion was made by: Lewin
- Seconded by: Kuehl
- Time of Motion: 7:12 PM
- All voted yes, motion carried.

a) Next Meeting – November 25, 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.