

**Hartford Park and Recreation Board Agenda - Monday November 25, 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 October 28, 2024**

**4) PUBLIC COMMENTS**

- a. Public Input of Non-Agenda Items

**5) REPORTS**

- a. Updates from Council & Staff Members on Non-Agenda Items

**6) OLD BUSINESS**

- a. **Swenson Park** – Concession / restroom updates / Charging for Use
- 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. Discuss West Central Baseball Field Requests
- b. Purchase 3 additional benches
- c. 2024 Budget Surplus
- d. Discuss Rescheduling of the December 23, 2024 Board Meeting

**8) OTHER ITEMS**

- a. Review Agenda Items for November's Meeting

**9) ADJOURNEMENT**

- a. **NEXT MEETING**

# 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
<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>
<b>YTD Expenses</b>	<b>&lt; 107,533.59&gt;</b>
2 Pickleball Courts	<b>\$ 35,000.00</b>
<b>YTD Expenses</b>	<b>&lt; 43,013.52&gt;</b>
Pickleball - Goldenwest Logo Signage	\$ 1,500.00
<b>YTD Expenses</b>	<b>&lt;1,397.00&gt;</b>
Fencing for Pickleball	\$ 4,480.00
<b>YTD Expenses</b>	<b>&lt; 7,478.28&gt;</b>
Outside Improvements for Pickleball (Parking Lot Extension & Sidewalks)	\$12,760.00
<b>YTD Expenses</b>	<b>&lt; 680.68&gt;</b>
3 Benches for Pickleball	\$ 3,000.00
Batting Cage	\$ 17,500.00
<b>YTD Expenses</b>	<b>&lt; 19,612.11&gt;</b>
Unallocated Funds	\$ unknown
	<b>\$322,500.00</b>

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
<b>Totals</b>			<b>\$369,500</b>	<b>\$294,500</b>

**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.

11/24/2024

## Park & Recreation Board City Administrator Report

### NON-AGENDA ITEMS:

- None

### AGENDA ITEMS:

#### Old Business

- **Swenson Park Updates:**
  - **Concession/RR Building Update:** The outside of the structure is mostly done – staff is putting the steel up on the outside overhang ceilings. We are also installing some of the walk doors and the overhead door. Electrical has started. Fixtures and equipment are being ordered. Due to the weather, the outside concrete may need to be delayed until next spring.
  - **Charging for use of fields:** At the last meeting, the Board 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. I have included a cost estimate for supplies & labor to maintain the city’s various fields for your reference.
- **Pickleball Update:** The pickleball courts are now done – include parking lot improvements and new sidewalk.
- **AED/first aid kit grants/prices:**

**POET Application:** We were denied the grant from POET.

**Sioux Empire United Way:** City Council has approved acceptance of this grant. I have sent in the signed paperwork and the city’s 50% portion of the cost (\$900). When this was discussed by the city council, the Mayor did ask if we can possibly approach the softball association to help with this cost since this was initiated by their request.
- **2024 Budget Items:** Enclosed is a list of 2024 Budget Items for review. This has been revised to show actual expenses that have been paid to date and an estimate of expenses “to be paid” by the end of the year. This gives the Board an indication of what funds are unallocated. We did go over budget on a couple of our projects, but Craig expects a cost savings with the concession stand so we are estimating that there is still approximately \$50,000 in unallocated funds.
- **TAP Grant:** The city has submitted an application for phase 1 of the TAP grant was submitted to the state on September 27th. 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 committee in Pierre reviewed our application on November 13<sup>th</sup> – we expect a decision in January.
- **City Area Park Plan & Park Master Plan:** The city has asked ISG to provide a proposal for services to help develop a Master Plan for our parks and bike trails. This came about out of a need for two things: 1) Master Plan for Hartford City Park (Lyon Park) and 2) Overall plan for future park placement. On our city tour before budget, city officials thought that an overall plan for the city park (Lyon Park) would help identify needs and placement. Having a master plan for this area would coordinate and plan for current and future facilities in this park.  
We also would like to identify area for future parks/bike trails – as discussed by this Board. This plan will help the P&Z Board by identifying placement of future parks and trails so it will aid discussions with developers on the donation of land or funds. This will also aid the Parks & Rec Board to help with budgeting and planning for future parks and trail systems.

ISG has provided a comprehensive proposal that would help with both items.

Phase 1 – Inventory & analysis of existing conditions	\$11,460
Phase 2 – Preliminary Citywide Parks & Trails Master Plan	\$19,450
Phase 3 – Mini Master Plan for Hartford City Park	\$ 7,530
Phase 4 – Final Parks & Trails Master Plan	<u>\$14,300</u>

Total \$52,740

ISG can also provide optional services.

Park Asset Management Dashboard \$ 5,100

Mini Master Plans for All City Parks \$ 9,980

The City Council is asking for feedback on this proposal from both the P&Z Board and Park & Rec Board. The proposal is in your packet for review and discussion.

- **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.

#### **New Business:**

- **Discuss West Central Baseball Field Requests:** In 2022, the city decided that all field scheduling for games and practices will be done through city hall. Previously the softball association was performing this task to some degree but various issues arose with the other associations. When we implemented this practice, we decided that high school or sanctioned sports would be prioritized, followed by games, and then practices. Each association would need to get their games schedules to us and then each coach would need to fill out a field request form with details on dates, times, and various usage information. Jenny then would then take that information and schedule the fields.

Jenny and I sat down with every association to discuss the new procedure, and we have had no issues except with West Central Baseball. Here are the problems with how WC baseball is requesting fields:

- WC Baseball is not providing the city with games schedules so we can prioritize them over practices.
- They are not utilizing the field request form and just email Jenny and ask that various fields be "blocked" off for WC baseball. We do not get any specific information on whether there are games being played, practices being scheduled, or even if the fields are being utilized.
- In the past they have just asked to "block" off Turtle Creek Field and Milo Field but now they are requesting Field C as well – which is also currently used by other associations. Without a game schedule or field request form, we do not know if any other associations can utilize these fields or not.

In my mind, WC baseball should be following the same field request procedure that the other associations are doing. They do have a new secretary so our office would like to set up a meeting with WC baseball to go over and explain our procedure with them and address any questions they may have. I just want the Board to be aware of this issue and make sure office staff is supported.

- **Purchase 3 additional benches:** As mentioned at our last meeting, the 3 benches budgeted for this year have been ordered. Two will be placed at the pickleball facility and one will go along the highway 38 trail. The city has received donations for all three benches. Since we only have one available bench currently available (along Mickelson Road), staff is suggesting ordering 3 more benches for future placement.
- **2024 Budget Surplus:** We anticipated having approximately \$50,000 in unallocated funds for this year. All costs are not in yet so we still want to be a little conservative if our estimates are lower than actual costs, but I do believe there are funds that this Board can look at allocating this year yet.
- **Discuss Re-scheduling the December 23, 2024 Meeting:** The next regular meeting of this Board will be Monday, December 23, 2024. This falls on Christmas week. Just wondering if the Board wants to keep the meeting as scheduled or do you want to reschedule this meeting for the Monday prior (12/16) or Monday following (12/30)?

**Estimate of Yearly Maintenance on City Fields**

• Field Marking Paint	\$3,934.00
• Fuel for mowers	\$3,548.00
• Weed Killer	\$2,847.00
• Lawn Seed	\$ 945.00
• Ag-Lime	\$1,819.00
• Water	\$2,033.00
• Fertilizer	<u>\$6,180.00</u>
Sub-Total	\$21,306.00

**Estimate of Labor Costs**

• Mowing	\$4,196.00
• Weed Eat	763.00
• Painting Fields	\$4,577.00
• Drag Fields	\$4,060.00
• Spread Aglime	\$ 111.00
• Fertilize	\$ 74.00
• Spray for Weeds	<u>\$ 394.00</u>
Sub-Total	\$14,175.00

**Total Yearly Cost to Maintain Fields** **\$35,481.00**

**\*\*Note – This is using figures from this past year. There are things that will vary each year such as number of times for mowing, painting fields, dragging fields, etc that will shift with the weather.**

**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) **\$ 332,500.00**

Sports Complex Concession/RR Bldg	\$ 255,000.00
YTD Expenses	-114,277.29
Estimated Expenses to be paid	- 78,349.87
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	-13,759.34
3 Benches for Pickleball	\$ 3,000.00
Estimated Expense to be paid	-2,100.00
Estimated Donation	+2,100.00
Batting Cage	\$ 17,500.00
YTD Expenses	-19,612.11
Miscellaneous Expenses	
AED Expense approved by CC	-900.00
Unallocated Funds (Estimate)	<u>\$ 50,452.59</u>
	<b><u>\$ 332,500.00</u></b>

October 30, 2024

**Arden Jones**

*Mayor*

City of Hartford  
125 North Main Avenue  
Hartford, SD 57033

605.310.4663  
hartfordsdmayor@gmail.com

**RE: Professional Services Proposal for  
Parks + Trails Master Planning**  
*Hartford, South Dakota*



Mayor Jones and City Council Members,

Investing in a parks master plan is a strategic advancement. The plan for the City will promote sustainable urban growth, aim to improve community well-being, and lay the framework for intentionally-placed parks and trails. The plan will also support environmental goals by preserving green spaces, which helps mitigate urban heat and improve air quality.

When planned correctly, parks enhance quality of life through provision of open space and recreational opportunities and attract residents and businesses. Without strategic planning, parks may be go unused or implemented in a manner that is not conducive to the desired uses, wasting the City's time and resources and limiting quality recreational opportunities and experiences.

Backed by our in-house, multi-disciplinary professionals, vast parks master planning experience, and a sound project understanding, ISG proposes to provide the following scope of services to meet your project needs.

## **SCOPE OF SERVICES**

### **Phase 1: Inventory + Analysis of Existing Conditions**

ISG will investigate the park system in a holistic and detailed manner. We will familiarize ourselves with all City parks, facilities, and connecting trails and sidewalks, along with contextual information, including current and projected demographics, recreation trends and national standards, and previous planning efforts such as the Hartford Community Development Plan, Comprehensive Plan, and Capital Improvement Plan.

To support innovation desired by the City and assess adherence to best practices within the park system, ISG will create a park trends and national standards memorandum. Information will include projected recreation and park trends along with a national standards comparison summary.

To complement existing City data and ensure ISG has a complete understanding of each park and facility, our team will conduct park site visits before the end of the year to assess existing conditions. During the site visits, team members will record park facility amenities, conditions and context. Findings for each site will be compiled in an existing conditions and opportunities summary.

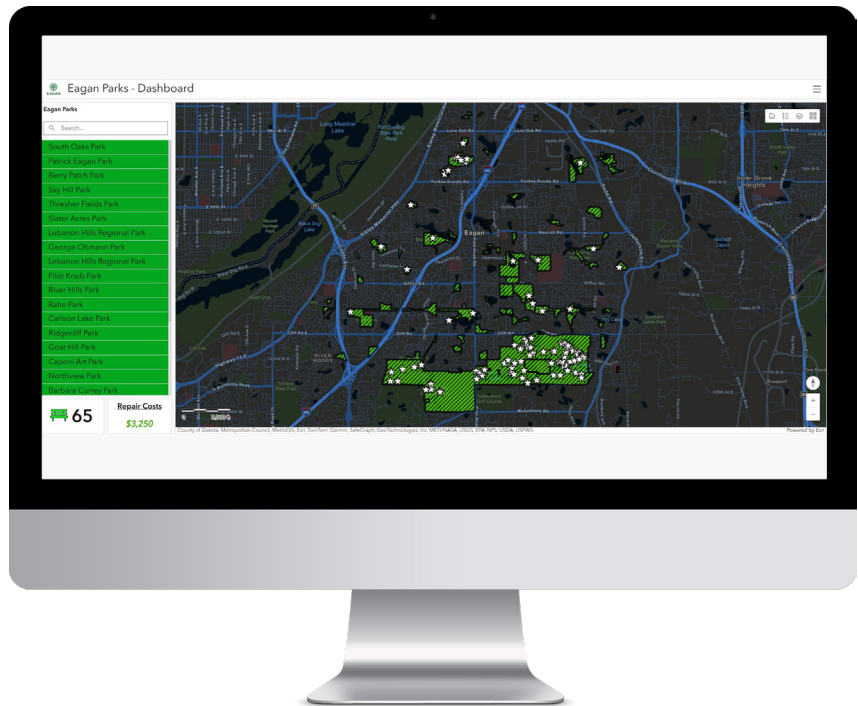
#### **Deliverables**

- One (1) in-person kickoff meeting
- Park and facility site assessments
- Park trends and national standards comparison memorandum
- Existing conditions and opportunities summary

### Optional Service: Park Asset Management Dashboard

If desired, ISG can develop a park asset management dashboard. The dashboard will be a tool for the City to track park amenities and their conditions, informing future asset planning and management. As part of the dashboard, all physical City park and recreation assets will be photographed, received a condition rating, and mapped using geographic information system (GIS) technology.

The dashboard will be based on available data provided by the City, such as GIS data, installation year, and lifespan. During park site visits, ISG will collect supplemental inventory data including quantity and location of amenities, along with photographs, and ratings for each amenity during the site visits. ISG will then build out the dashboard using compiled data and provide it to the City. City staff will be trained to utilize and maintain the dashboard. ISG and the City will work together to determine the specific categories of information to include in the dashboard prior to development.



*Park asset management dashboard example*

## Phase 2A: Preliminary Citywide Parks + Trails Master Plan

Using an iterative process to maximize feedback and collaboration, ISG and the City will use findings from Phase I and develop a data-driven, forward-thinking vision for Hartford's park system.

ISG will facilitate one in-person visioning workshop to include City staff in helping develop park system priorities, guiding principles, and a vision statement. The resulting park system priorities, principles, and vision statement will inform plan recommendations. City staff will also be engaged about current park system and identify issues and opportunities as a basis for plan development.

ISG will develop and define park categories, level of service for amenities and park types, and a list of physical quality attributes for each park classification. Land uses, zoning, proposed developments, trail corridors, and natural resources will be evaluated for future park uses and connections. Future park locations will be identified, and park dedication policies and fees will be recommended accordingly.

### Deliverables

- One (1) in-person staff visioning workshop
- Vision and guiding principles memorandum
- Prioritization strategy
- 60% draft parks and trails master plan
  - Location analysis and future park locations
  - Park category definitions
  - Level of service standards and physical quality attributes for park categories
  - Level of service standards for amenities

## Phase 2B: Mini Master Plan for Hartford City Park

ISG will develop a master plan for Hartford City Park, considering the City’s park system priorities, guiding principles and vision, and recommended park categories developed in Phase 2A. ISG will prepare a mini-master plan for City park with high-level cost estimates, and a phasing plan as appropriate. Once the concept master plan is prepared, our team will present the proposed plan, estimates, and phasing to City staff for review and input. One (1) round of comprehensive edits is anticipated prior to a presentation to City Council.

### Deliverables

- One (1) concept master plan with one (1) round of comprehensive edits
- Cost estimates
- Phasing plan for improvements

### Optional Service: Mini Master Plans For All City Parks

If requested, ISG can study and provide mini master plans for the three other City parks—Century Square, Swenson Park, and Turtle Creek Park. Mini master plans will include high-level cost estimates and phasing plans. Once the concept master plan is prepared for each park, our team will present the proposed plan, estimates, and phasing to City staff for review and input. One (1) round of comprehensive edits per park is anticipated prior to final presentations to City Council.

### Deliverables

- One (1) plan view concept plan sketch per site with one (1) round of comprehensive edits
- Cost estimates
- Phasing plan for improvements



Mini park master plan example

### Phase 3: Final Parks + Trails Master Plan

Following a round of comprehensive edits from the City, ISG will refine the park master plan to incorporate requested changes. ISG will finalize all recommendations and will integrate deliverables from Phase 1 and Phase 2 into the final plan.

#### Deliverables

- Final parks and trails master plan
- One (1) City Council presentation

## SCHEDULE

ISG anticipates completing the Parks and Trails Master Plan following the below schedule. Prior to project start, ISG will confirm the schedule with the City.

Phase	Time Frame
I: Inventory + Analysis of Existing Conditions	Mid-November–December 2024
2A: Preliminary Citywide Parks + Trails Master Plan	January–April 2025
2B: Mini Master Plan for Hartford City Park	February–March 2025
3: Final Parks + Trails Master Plan	May 2025

## COMPENSATION

ISG proposes to provide the scope of work described within this proposal for compensation in accordance to the following schedule. Anticipated reimbursable expenses such as travel, mileage, and printing are included. Sales tax is excluded from the compensation.

Phase	Cost
I: Inventory + Analysis of Existing Conditions	\$11,460
2A: Preliminary Citywide Parks + Trails Master Plan	\$19,450
2B: Mini Master Plan for Hartford City Park	\$7,530
3: Final Parks + Trails Master Plan	\$14,300
<b>Total</b>	<b>\$52,740</b>

Optional Service	Cost
Park Asset Management Dashboard	\$5,100
Mini Master Plans For All City Parks	\$9,980

ISG appreciates the opportunity to offer these services as the City of Hartford's City Engineer. Upon acceptance of this proposal, please sign the acknowledgment box and return a copy of the proposal to our office. We look forward to providing you with responsive service, a collaborative approach, and timely delivery.

Sincerely,

**Justin Heim, PE**  
Civil Engineer

**Amanda Prosser, PLA**  
Vice President, Sports + Recreation Business Unit Leader

## APPLICABLE CONTRACT

The General Terms and Conditions applicable to this Proposal are available at the link below and are hereby accepted and incorporated herein by reference. Upon acceptance of this Proposal, the parties can proceed with the project based on this signed Proposal, per its General Terms and Conditions, or for more complex projects, ISG, at its discretion, will prepare and require the use of an AIA or EJCDC Contract that will govern the project.



### General Terms + Conditions

[bit.ly/termsconditions\\_isg](https://bit.ly/termsconditions_isg)

## ACKNOWLEDGMENT OF ACCEPTANCE

*This proposal is valid for 30 days.*

- Optional Service: Park Asset Management Dashboard
- Optional Service: Mini Master Plans For All City Parks

Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

Company: \_\_\_\_\_  
*Print*

Name: \_\_\_\_\_  
*Print*

Title: \_\_\_\_\_  
*Print*

Signature: \_\_\_\_\_

**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)/Practict 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	City Park	Pickleball Practice Court/Area						\$ TBD
19	City Park	Pickleball lights/Camera						\$TBD
20		Nature Plantings around Public Places						\$ TBD
21		Tree Plantings Where Needed						\$ TBD
		<b>Yearly Totals</b>	<b>\$369,500</b>	<b>\$294,500</b>	<b>\$25,700</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>