

HARTFORD PARK AND RECREATION BOARD-REGULAR MEETING MINUTES

November 25, 2024

Park & Recreation Board Meeting was called to order:

- **By:** Gail Blocker
- **Time:** 6:30 pm
- **Location:** Hartford City Hall

1) ROLL CALL

- Matt Evans – President - Absent with approval
- Gail Blocker – Vice President
- Kandi Lewin – Secretary
- Wendy Kuehl
- Tim Weber
- Ryan Horn - City Council Representative
- Craig Wagner – City Employee Representative – Absent with approval
- Members of the Public:
 - none

2) APPROVAL OF AGENDA

Motion was made to approve the agenda as set:

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

3) APPROVAL OF PREVIOUS MINUTES

Motion: A motion was made to approve the Minutes from the Oct 28, 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

a) Swenson Park Concession –

- (1) **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. Concrete contractor will honor his bid.
- (2) **Concessions:** Teresa is working on putting together a plan and should have it ready by the end of year to put this out for bids. 1 Person did reach out. We have 2 school sanctioned sports that use the fields: soccer and softball in addition to WC (Humboldt) Baseball, Flag football, Soccer, and Hartford Area Softball Association.
- (3) **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 tournaments. Maintenance is a large expense from mowing, striping, aglime, water,

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etc. Since each association and the school utilize our fields, the Board does not think charging a maintenance fee would be out of line. Cost estimate for supplies & labor to maintain the city’s various fields was provided. Matt Evans said West Central is talking about helping with paying for water. We discussed charging each sport a set amount per kid. We would like to meet with each sport association to find out how many teams/members, and how many practices/games/tournaments they have in order to come up with a reasonable fee to charge them.

2024*

Estimate of Yearly Maintenance on City Fields

Field Marking Paint	\$	3,934
Fuel for mowers	\$	3,548
Week Killer	\$	2,847
Lawn Seed	\$	945
Ag-Lime	\$	1,819
Water	\$	2,033
Fertilizer	\$	6,180
Sub-Total	\$	21,306

Estimate of Labor Costs

Mowing	\$	4,196
Weed Eat	\$	763
Painting Fields	\$	4,577
Drag Fields	\$	4,060
Spread Ag-Lime	\$	111
Fertilizer	\$	74
Spray for Weeds	\$	394
Sub-Total	\$	14,175

Total Yearly Cost to Maintain Fields **\$ 35,481**

*Note-These figures are from 2024. Many factors vary from year to year due to weather such as watering, mowing, painting fields, etc.

- b) **Pickleball Update** – The pickleball courts are now done – include parking lot improvements and new sidewalk.
- c) **AED/First Aid Kit grants/prices**
 - (1) **POET Application:** We were denied the grant from POET.
 - (2) **Sioux Empire United Way:** City Council has approved acceptance of this grant. The signed paperwork and the city’s 50% portion of the cost (\$900) was sent in. When this was discussed by the city council, the Mayor did ask if the Park & Rec Board could possibly approach the softball association to help with this cost since this was initiated by their request.

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- Board would like to ask the associations to pitch in to help pay for the \$900 the city paid for the AED.
- b) **TAP Grant for Mickelson Road Trail** - The city has applied for Phase 1 of the TAP grant that was submitted to the state on September 27th.
 - (1) 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.
 - (2) 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.
 - (3) The grants committee in Pierre reviewed our application on November 13th – we expect a decision in January.

c) **City Area Park Plan & Park Master Plan**

- (1) 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.
- (2) We also would like to identify areas for future parks/bike trails – as discussed by this Board. This plan will help the P&Z Board by identifying the 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.
- (3) **ISG has provided a comprehensive proposal that would help with both items.** We would pay for phases as we go. Our \$50,000 unallocated budget funds could go toward these expenses.

Phase 1 – Inventory & analysis of existing conditions:	\$11,460
Phase 2A – Preliminary Citywide Parks & Trails Master Plan:	\$19,450
Phase 2B – Mini Master Plan for Hartford City Park:	\$7,530
Phase 3 – Final Parks & Trails Master Plan:	<u>\$14,300</u>
Total	<u>\$52,740</u>

Optional Services Available:

Park Asset Management Dashboard	\$5,100
Mini Master Plans for All City Parks	<u>\$9,980</u>
Total	<u>\$15,080</u>

- 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.
 - (i) The board is in approval of proceeding with phases 1-3. We are not interested in the optional services at this time.

2) **OLD BUSINESS**

Park & Rec Board Budget for 2024 - These have 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

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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.

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	< 114,277.29>
Estimated Expenses to be paid	<78,349.87>
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	<13,759.34>
3 Benches for Pickleball	\$ 3,000.00
Estimated Expenses 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	\$ 50,452.59
	\$332,500.00

- a) **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.

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

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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

3) NEW BUSINESS

a) Discuss West Central Baseball Field Requests:

(1) 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.

(2) Jenny and Teresa sat down with every association to discuss the new procedure, and they 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.
- 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.

b) **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

Motion: A motion was made to purchase 3 park benches that we included in our 2024 budget for \$3,000:

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

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- c) **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.
- d) **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. Discussion was held by the Board on rescheduling.
- Motion:** A motion was made to move the December meeting from 12/23 to 12/30.
- Motion was made by: Weber
 - Seconded by: Lewin
 - All voted yes, motion carried.

4) OTHER ITEMS

- a) Agenda Items for Next Meeting
- (1) **Swenson Park** – Concession / Charging for Maintenance / Business Advertising via Signage
 - (2) **AED First Aid Kit Grant Updates**
 - (3) **2024 Budget Items with Estimates**
 - (4) **City Park Area Plan & Master Plan**
 - (5) **Review 1-5 Parks Capital Improvement Plan**

5) ADJORNMENT

Motion: A motion was made to adjourn the meeting.

- Motion was made by: Lewin
- Seconded by: Kuehl
- Time of Motion: 7:40 PM
- All voted yes, motion carried.

- a) **Next Meeting** – December 30, 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.