

Hartford Park and Recreation Board Agenda

Monday November 27, 2023

City Hall- 6:30 PM

- 1) ROLL CALL  
Gail Blocker, Matt Evans, Josh Mulder, Callie Tuschen, Kandi Lewin  
Chris Woslager (city council representative, Craig Wagner (city employee representative).
- 2) APPROVAL OF THE AGENDA
- 3) APPROVAL OF MINUTES FROM OCTOBER 23,2023
- 4) PUBLIC COMMENTS
  - Public input on non-agenda items
- 5) REPORTS
  - Updates from council and staff members
- 6) OLD BUSINESS
  - Review Layout and Estimates for Concession/restroom Facility at Swenson Park
  - Review 1-5 year capital project list for Parks & Rec
- 7) New Business – None
- 8) OTHER ITEMS
  - Agenda items for next meeting
- 9) ADJOURNEMENT- NEXT MEETING JANURAY 22, 2023

## HARTFORD PARK AND RECREATION BOARD-REGULAR MEETING OCTOBER 23, 2023

President Josh Mulder called to order the meeting of the Park and Recreation Board at 6:30pm at Hartford City Hall with the following board members present: Gail Blocker, Josh Mulder, Callie Tuschen, Kandi Lewin, Matt Evans, and Chris Woslager (city council representative). Craig Wagner (city employee representative) was absent with notice.

**Approve Agenda:** A motion was made by Tuschen and seconded by Evans to approve the agenda as set- all voted yes, motion carried.

**Approval of the Minutes:** A motion was made by Evans and seconded by Mulder to approve the minutes from the September 25,2023, meeting - all voted yes, motion carried.

**Public Comments:** No public comments on non-agenda items

**Reports:** City Administrator Sidel provided updates on approved budget purchases for 2023

**Old Business:** Reviews of plans for a restroom/concession stand. A motion was made by Mulder to construct a 28x24 all steel structure. Layout plan #2084 from Romtec. Seconded by Evans. All voted yes, motion carried. Sidel will get pricing from Romtec. Mulder will get estimates if we do the project ourselves.

Easement for the bike trail to Swenson Park will be tabled until more information is available on future use of surrounding land.

**New Business:** 1–5-year project plan was discussed and finalized. Project schedule will be available for November meeting to review.

Evans made a motion to cancel the December 2023 meeting. Mulder seconded. All voted yes, motion carried.

### **Agenda Items for Next Meeting:**

- Concession/restroom review of estimates
- Review of project schedule spreadsheet

### **Next Meeting- November 27, 2023**

**Adjournment-** A motion was made by Mulder to adjourn, and Lewin seconded- all voted yes. Motion carried.

I, Gail Blocker, 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.

11/27/2023

## Park & Recreation Board City Administrator Report

### NON-AGENDA ITEMS:

- The city has winterized the park restrooms, and they are shut down for the season.
- City staff has ordered the following 2023 budget items before the end of the year...
  - Pickleball Equipment (nets, rackets, balls)
  - Player benches for Milo Field/Turtle Creek Field
  - Nets for batting cage
  - Shad awnings for the library green area
- The maintenance building at Swenson Park is completed except for electricity. That will be placed in conjunction with the restroom/concession stand building.
- Appointments – The terms for Josh Mulder and Callie Tuschen are up at the end of December. To my understanding, they have asked not to be re-appointed. If you know of anyone interested in a Park Board position, please contact the Mayor or me. The appointments are for a 3-year term. (Thanks Josh and Callie for your service on the Board!)

### AGENDA ITEMS:

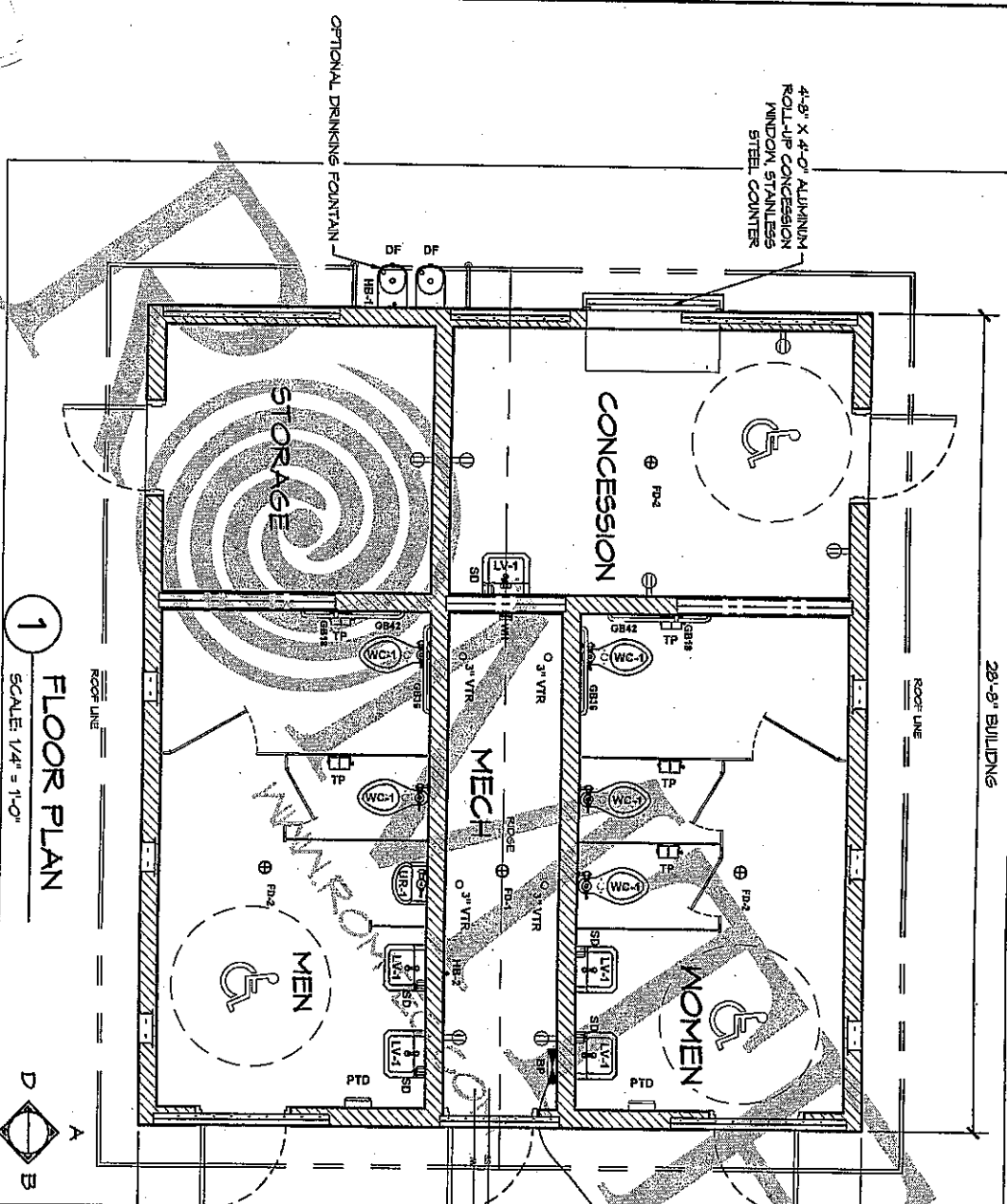
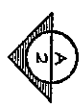
#### Old Business

- **Swenson Park Update:**
  - As you know, the council has placed \$255,000 in the city's 2024 budget to erect a concession/restroom building at the sports complex. At the last Park Board meeting, the Board approved a motion to construct a 28'x24' steel structure for a concession/restroom building and to use Romtec layout #2084 (a copy of this layout is in the packet for reference). I was to contact Romtec to get a price quote on this structure and Josh was going to get cost estimates for the various material if we do not go with Romtec. I did contact Romtec and Craig and I had a zoom meeting with one of their sales representatives. Basically, he stated that all their buildings would be of masonry and the design we are looking at would cost \$400 to \$600 depending on the design options we choose and if we want to make it into a storm shelter. We have the option of just having Romtec design the building and purchase materials, with them providing technical support or they would do everything from design, delivery and installation. We went over design options with them, and they are working on an estimate. We have not received that estimate yet, but initial cost estimates indicated that going through Romtec would be over our budget. Note – even if we do not go through Romtec, they have offered to let us use their design. We can discuss this further at our meeting, along with any price estimates Josh provides.
- **Review 1-5 Year Capital Project Plan for Park & Rec:** At the last meeting, Board members discussed possible Park & Rec projects/improvements that could be included in a 1–5 year project plan. A list of projects was devised. A typed version of the list is in your packet and Kandi is working on an excel worksheet for the list. The Board will need to review and discuss if anything needs to be added, deleted or changed. Once a list is finalized, we will be tasked with getting cost estimates for each project. This plan will help identify needed projects and help with budgeting each year.

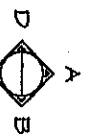
Call if you have any questions 605-528-6187 or 605-906-1750. Or email me at [cityhall@hartfordsd.us](mailto:cityhall@hartfordsd.us) Teresa

# WALL TYPE SCHEDULE

5" REINFORCED CONCRETE  
MASONRY BLOCK WALL WITH  
MORTAR JOINTS, GROUTED SOLID  
ALL CELLS RUNNING BOARD PATTERN.



**1 FLOOR PLAN**  
SCALE: 1/4" = 1'-0"



| LEGEND   |                         |               |
|----------|-------------------------|---------------|
| SYMBOL   | DESCRIPTION             | AREA QUANTITY |
| [Symbol] | GABRIE VENT             | 6             |
| [Symbol] | 10x24 WALL VENT         | 6             |
| [Symbol] | WOOD FILLER WALL        | 5             |
| [Symbol] | EXTERIOR WALL LIGHTS    | 7             |
| [Symbol] | INTERIOR CEILING LIGHTS | 9             |
| [Symbol] | FLOOR DRAIN             | 4             |
| [Symbol] | ELECTRICAL OUTLET       | 7             |

UNDERGROUND ELECTRICAL  
SERVICE VERIFY  
REQUIREMENTS FOR TYPING  
INTO SERVICE UTILITY  
EQUIPMENT BY OTHERS.

TO SANITARY SEWER  
SYSTEM CONFIRMED  
BY OWNER

1 1/2" WATER PIPE  
WATER SERVICE  
INTO BUILDING



THESE PLAN VIEW AND ELEVATION DRAWINGS ARE A  
PRELIMINARY ARCHITECTURAL REPRESENTATION OF  
THE BUILDING. ALL DIMENSIONS, FEATURES AND  
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QUOTE. PLEASE REFER TO THE "SCOPE OF SUPPLY  
AND SERVICES" LETTER PROVIDED WITH YOUR QUOTE  
FOR ROMTEC'S PROPOSED SCOPE OF SUPPLY.

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PROJECT: **CUSTOMER PROJECT LOCATION**

DATE: 9/28/2023

REVISIONS:

| NO. | DATE | BY |
|-----|------|----|
| 1   |      |    |

SHEET NO. **01**

SHEET TITLE: **FLOOR PLAN**

**ROMTEC**

18240 NORTH BANK ROAD - ROSEBURG, OR 97470  
(541) 496-3541 FAX (541) 496-0803

**PRELIMINARY**

## HARTFORD PARKS AND RECREATION PROJECT SCHEDULE

### 2024

- Concession/restroom Swenson Park project
- Pickleball courts
- Batting cage
- Shade structure for dog park

### 2025

- Shade structures for bleachers-Swenson Park
- Playground equipment for younger kids-Swenson Park
- Shade structure-Swenson Park close to playground area

### 2025-2026

- Concession/restroom for soccer, flag football- Swenson Park
- Tee boxes for frisbee golf

### 2025-2028

- Lights for ball fields at Swenson Park (1 field per year)
- Netting along and/or between Black Tie and soccer field

### Future Project

- Bike Trail to Swenson Park
- Pool upgrade or replacement
- Nature plantings around public places
- Community garden spaces
- Tree plantings where needed
- Closure of 1<sup>st</sup> street for a downtown park
- Review of future developments of parks and bike trails

**Park & Rec Board Budget for 2023 (as of 10/17/2023)**

**Original Budget Amount** \$1,931,227.98

Sports Complex Storm Shelter 1,597,705.98  
YTD Expenses -13,493.75

(This will be moved to a 2024 Project)

Bike Trail 293,022.00  
YTD Expenses -33,417.75

(This project has been placed on hold indefinitely)

Both of the above projects have been removed from the 2023 Budget

**Revised 2023 Park & Recreation Board Budget** \$40,500.00

Benches (4) 10,000.00  
YTD Expenses -9,598.40

Sprinkler/Hoses/Carts 8,500.00  
YTD Expenses -6,669.57

Shade Structures (4) 5,900.00

Pickleball Equipment (nets,rackets,balls) 3,000.00

Benches for Park/Bike Trails 3,600.00  
YTD Expenses -3,900.00

Player Benches for Turtle Creek/Milo Fields 4,000.00

Net for Batting Cage 4,500.00

Shade Awnings for the Library Green Area 1,000.00

Misc Expense  
Survey Monkey - 105.44

**Balance as of 8/28/23** **\$20,226.59**

There is also an additional \$100,000 that was placed in the pool budget for a future pool. As discussed, these funds could be utilized for a study or proposal.