

Hartford Park and Recreation Board Agenda - Monday December 30, 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 November 25, 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 Building Update
- Charging for Maintenance
- Business Advertising via signage

b. AED first aid kit updates

c. Purchasing 3 Additional Benches

d. 2024 Budget Items with Estimates & Surplus

e. City Park Area Plan & Master Plan

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

7) NEW BUSINESS

- a.

8) OTHER ITEMS

- a. Review Agenda Items for January's Meeting

9) ADJOURNEMENT

- a. **NEXT MEETING** - January 27, 2025, 6:30pm

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,

HARTFORD PARK AND RECREATION BOARD-REGULAR MEETING MINUTES

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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	\$	<u>21,306</u>

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	\$	<u>14,175</u>

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:	\$14,300
Total	<u><u>\$52,740</u></u>

Optional Services Available:

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

12/30/2024

Park & Recreation Board City Administrator Report

NON-AGENDA ITEMS:

- **Appointments** – The terms for Gail Blocker and Matt Evans are up at the end of December and they will be going off the Board. So, we have 2 open positions on the Board. If anyone has a suggestion to fill these positions, please contact the Mayor or myself. At the first city council meeting in January, Mayor Jones will make appointments for these positions. The appointments are for a 3-year term. We want to Thank Matt and Gail for their service to the Board!
- **Meeting Dates** – A list of 2025 city meeting dates, including the Park & Rec Board meeting dates, has been included in the packet for your reference.

AGENDA ITEMS:

Old Business

- **Swenson Park Updates:**
 - **Concession/RR Building Update:** Work continues on the inside of the building but is coming close to completion. As mentioned earlier, due to the weather, the outside concrete will be delayed until next spring.
Request for Proposals: I have been working on a Request for Proposal (RFP) for operation of the concession stand for 2025. Included in your packet is the proposed RFP, map of the area, application, submission checklist, and building layout that will all be included in the RFP packet. I would like the Board to review this information and give me your input. I'm hoping to have the council review the RFP at their next meeting on 1/7 and then we can begin advertising by 1/8. My goal is to have someone in place to run the concession stand by March, so they are ready by May when the games start being placed. (Note – when we met with each association this last month, no one had an interest in running the concession stand full-time)
 - **Charging for Maintenance of the fields:** The Board has 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. We have discussed this possibility with each association. The associations realize that this is a large expense and would be willing to pay some sort of fee to help with this cost. It was the consensus that a small fee per player would be the fairest way to access this fee. Two things to discuss:
 1. Hartford does not have its own soccer association – it's all through Dakota Alliance so we would have to have a discussion about this fee directly with them. Tim Goering thought that a fee per player would be hard since the teams for made up for both Hartford and non-Hartford players so he thought a flat fee would be best for soccer.
 2. Registrations have already begun for softball and baseball so a fee per player would be hard to assess this year. Do we want to access a flat fee this year or start something for next year?
 - **Business Advertising via Signage:** At the Board last meeting there was some brief discussion about charging for advertising at the sports complex. The Board wanted to continue this discussion at this meeting. Back in 2020, the sports complex committee proposed an advertisement agreement that could be utilized – I have included their proposal for the Board's reference.
- **AED/first aid kit grants/prices:**
Sioux Empire United Way: City Council has approved acceptance of this grant. The paperwork and city's 50% payment (\$900) were sent into the Sioux Empire United Way. The AED was received and picked up on Thursday, 12/26. It will be installed in the concession stand building this coming spring.
- **Trail Benches** – The 3 benches that have been donated will be placed next week – 2 at the pickleball court and 1 along the trail to Hartford Heights. That leaves us with 3 additional benches that can be used for future donations and placement.
- **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. We did go over budget on a couple of our projects, but the concession stand building was under so there are funds that will not be paid out and stay in the city's reserves. The council did discuss using these reserves to cover the Park Master Plan expense.

- **City Area Park Plan & Park Master Plan:** As you know, 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. After discussion by this Board and the Planning & Zoning Board, the City Council decided to move ahead with ISGs proposal for \$52,740.00. The unallocated funds from the Park & Rec Board that will go back into reserves will help finance this project.

ISG would like to move forward with a kickoff meeting in the first part of January. We hope to put together a city group made up of 1 or 2 members from the council, P&Z Board and the Park & Rec Board. Is there any Par Rec Board member that would like to volunteer for this project?

- **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.

Call if you have any questions 605-528-6187 or 605-906-1750. Or email me at cityhall@hartfordsd.us Teresa

CITY OF HARTFORD

2025 Meeting Dates for City Boards

Council Meetings 7pm at City Hall

January 7, 2025
January 21, 2025
February 4, 2025
February 18, 2025
March 4, 2025
March 18, 2025
April 1, 2025
April 15, 2025
May 6, 2025
May 20, 2025
June 3, 2025
June 17, 2025
July 1, 2025
July 15, 2025
August 5, 2025
August 19, 2025
September 2, 2025
September 16, 2025
October 7, 2025
October 21, 2025
November 4, 2025
November 18, 2025
December 2, 2025
December 16, 2025

Planning & Zoning Meetings 7pm at City Hall

January 14, 2025
January 28, 2025
February 11, 2025
February 25, 2025
March 11, 2025
March 25, 2025
April 8, 2025
April 29, 2025
May 13, 2025
May 27, 2025
June 10, 2025
June 24, 2025
July 8, 2025
July 29, 2025
August 12, 2025
August 26, 2025
September 9, 2025
September 30, 2025
October 14, 2025
October 28, 2025
November 11, 2025 (to be rescheduled)
November 25, 2025
December 9, 2025
December 30, 2025

Park & Recreation Meetings 6:30pm at City Hall

January 27, 2025
February 24, 2025
March 24, 2025
April 28, 2025
May 26, 2025 (to be rescheduled)
June 23, 2025
July 28, 2025
August 25, 2025
September 22, 2025
October 27, 2025
November 24, 2025
December 22, 2025



City of Hartford Request for Proposal

Request for Proposal (RFP) to Operate Concession Stand Building for the City of Hartford for the year 2025.

Introduction: The City of Hartford, SD is inviting proposals from qualified operators to manage and operate the newly constructed concession stand located at Swenson Park. This sport complex is located on the NW side of Hartford at 1610 N Western Avenue. It houses fields for softball, baseball, soccer, and flag football. Games start at the complex in the spring (approximately mid-May) and go through the fall (approximately, mid-September), with most of the games held during June and July. This opportunity is for a vendor who can supply, operate, and manage the concession stand during sporting event games, primarily on weekday nights Monday through Thursday and occasionally on Fridays. There is also potential to provide concessions for 1 to 3 weekend tournaments per season. The operator will be responsible for providing all the necessary supplies and maintaining the stand, while retaining all revenue generated, except for an agreed upon percentage of gross sales that will be paid to the city to help offset utilities and maintenance costs.

Scope of Work:

1. Facility and Utilities Provided by the City:

- The City of Hartford will provide the concession stand building, commercial beverage cooler, small freezer, building maintenance, and all necessary utilities (water, sewer, electricity) for the operation of the stand.
- Available electrical service includes: 5 outlets, each 20amps with their own breakers. (Additional outlets can be added if necessary)

2. Responsibilities of the Operator:

- **Concession Operations:** The operator will provide all necessary concession items, including but not limited to food, beverages, snacks, and any other items typically sold at sport events – no alcohol sales. The operation will also provide all the equipment necessary to prepare and to maintain food items sold.
- **Supply and Stock Management:** The operator is responsible for managing inventory, ordering supplies, and ensuring that the stand is sufficiently stocked for each event.
- **Staffing:** The operator will provide the necessary personnel to operate the concession stand during all events, including weekday games and weekend tournaments (if applicable).
- **Food Safety and Health Compliance:** The operator must adhere to all applicable health and safety regulations, including those enforced by the state health department. The operator is responsible for securing and maintaining any required state permits or licenses.
- **Maintenance** – The operator is responsible for cleaning of concession area within the building and under the outside shelter area.



- **Insurance:** The operator must have liability insurance covering their activities in an amount not less than \$1,000,000 per person and \$2,000,000 aggregate for death or injury to persons and \$1,000,000 property damages with the City of Hartford, and its officials, agents, and employees as additional insured. Certificates of Insurance shall be provided to the City prior to commencing operations.
 - **Pricing:** The operator will establish prices for all items sold at the concession stand. The City reserves the right to review and approve pricing to ensure they align with community standards and expectations.
 - **Event Participation:** The operator must be prepared to operate the stand during all scheduled games, including most weekday evening games and possibly 1-3 weekend tournaments. All games schedules will be provided to the operator, once received by the city.
3. **Revenue and Payment:**
- The operator will keep all revenue generated from the sales of food, beverages, and other concession items, except the percentage agreed upon that will be paid to the City of Hartford.
 - All fees due to the city will be paid on a monthly basis. The payment will be due by the 15th of each month following the month of sales.
4. **Term of Agreement:**
- The term of the agreement will be for one year, with the possibility of renewal for additional years based on mutual agreement and performance. The City of Hartford reserves the right to terminate the agreement with a 30-day notice in case of non-compliance or performance issues.
 - Agreement cannot be assigned to another party.

Proposal Requirements: All interested operators are required to submit a proposal that includes the following:

1. **Operator Overview:** Brief description of the operator, including experience in managing and operating concession stands, particularly at sporting events or similar venues.
2. **Proposed Concession Items:** A list of the items the operator intends to sell, including food, drinks, and any other items.
3. **Pricing Structure:** A proposed pricing structure for the concession items, including suggested price ranges for food and beverages.
4. **Staffing Plan:** A description of the staff the operator will employ, including the number of staff members for different event sizes and details about their experience, training, and qualifications.
5. **Health and Safety Compliance:** A statement that outlines how the operator will comply with state health regulations, including food handling and safety standards.
6. **References:** At least two references from previous or current clients where the operator has provided similar concession services.



7. **Financial Proposal:** An explanation of how revenue will be tracked and how the City of Hartford will be their percentage.

Selection Criteria: The City of Hartford will evaluate all proposals based on the following criteria:

1. **Experience and Qualifications:** Proven track record of operating concession stands at sporting events.
2. **Quality of Proposed Concession Items and Services:** Variety and quality of the food and beverage items offered.
3. **Compliance with Health and Safety Standards:** Demonstrated ability to adhere to all health regulations and food safety standards.
4. **Pricing and Financial Terms:** The proposed pricing structure and financial terms, including the percentage of revenue that will go to the city.
5. **Staffing and Management:** Adequacy of staffing plan and the operator's ability to efficiently manage the concession stand.

Proposal Submission Instructions:

- All proposals must be submitted by February 14, 2025, to the City of Hartford at 125 N Main Avenue, Hartford, SD 57033. Submission can also be sent to cityhall@hartfordsd.us.
- Submission shall include: Fully completed application form and submission checklist.
- For any questions or further information, please contact Teresa Sidel, City Administrator at 605-528-6187 or email at cityhall@hartfordsd.us.

Timeline:

- **RFP Issued:** January 8, 2025
- **Proposal Submission Deadline:** February 14, 2025
- **Proposal Evaluation by Park & Recreation Board:** February 24, 2025
- **Proposal Evaluation by City Council:** March 4, 2025
- **Contract Award:** March 7, 2025

Conclusion: The City of Hartford is excited to partner with an entity or individual to manage the concession stand at Swenson Park. We look forward to receiving your proposal and working together to provide quality food and beverages to our community during sporting events.



Contact Information: For any questions regarding the RFP or for additional details, please contact:

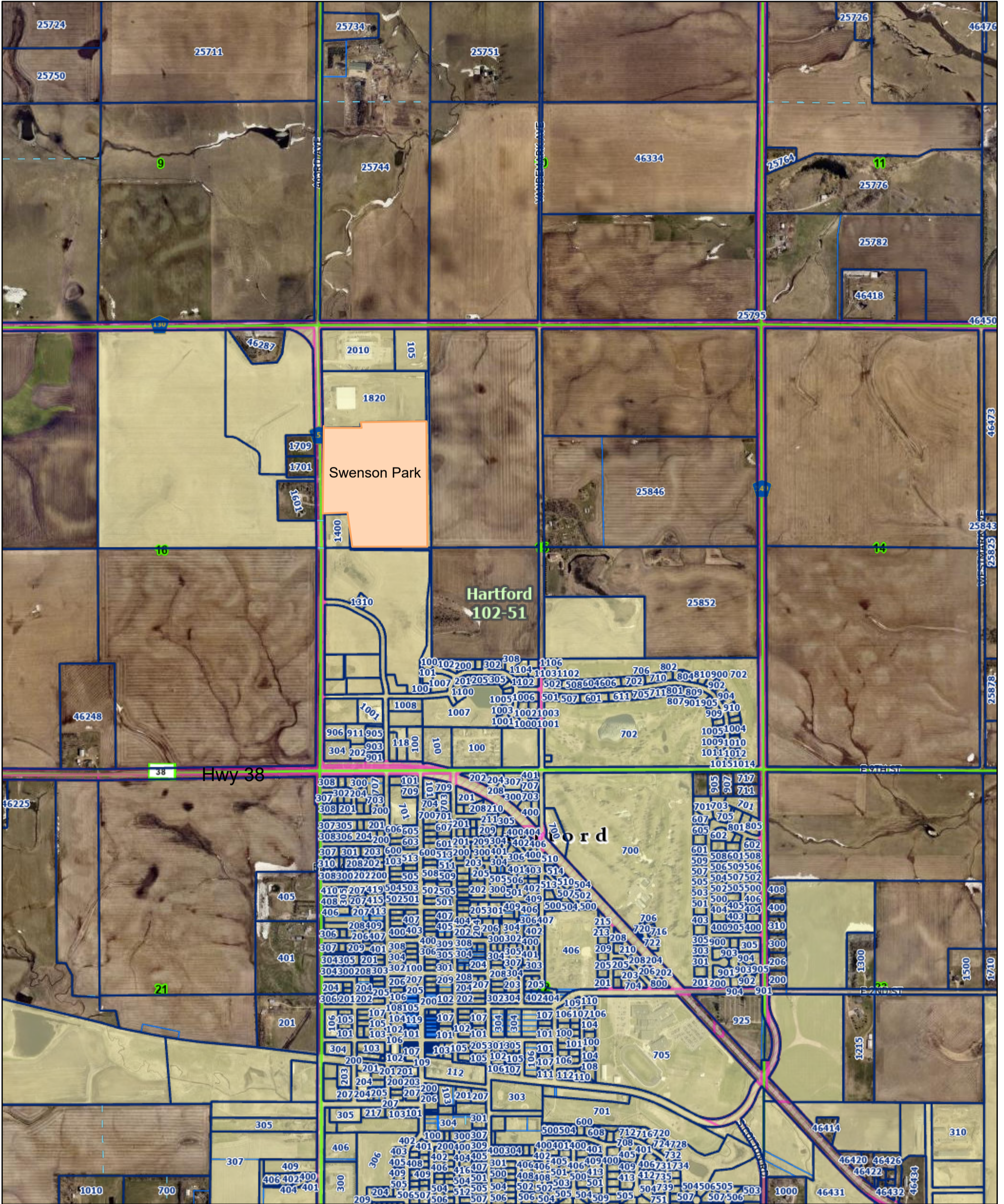
Teresa Sidel, City Administrator
City of Hartford
125 N Main Ave
Hartford, SD 57033
605-528-6187
cityhall@hartfordsd.us

Attachments:

- **Location Map of Swenson Park**
- **Layout of Concession Area**
- **Application Form**
- **Submission Checklist**

****The City Reserves the Right to reject any and all proposals***

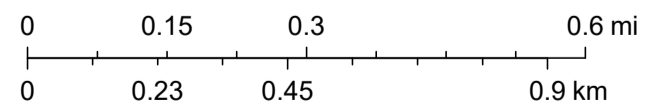
Map - Swenson Park



12/27/2024, 8:41:52 AM

- County Tax Lines County Parcels Section
- PLAT Right-of-Way Townships
- TAXLOT Municipalities

1:18,056



Esri Canada, Esri, HERE, Garmin, INCREMENT P, USGS, METI/NASA, EPA, USDA, City of Sioux Falls, Minnehaha County GIS



**City of Hartford
Request for Proposal
Application - Concession Stand Operator for 2025**

Applicant Information:

Name or Business Name: _____

Contact Person: _____

Mailing Address: _____

City, State, Zip Code: _____

Email Address: _____

Phone Number: _____

Federal Tax Identification Number: _____

Percentage of Gross Sales to be Paid to the City of Hartford: _____%

Please give brief description of operator, including any experience in managing and operating concession stands at sporting venues:



Please provide list of proposed items to be sold, including pricing (this can be included on a sperate form):

Please provide your staffing plan:

Please provide a statement that outlines how you will comply with all health regulations:

Please provide at least two references, including name, phone number and email address:



Please provide an explanation of how revenue will be tracked:

I, the undersigned, having carefully examined the Request for Proposal (RFP), propose to furnish services in accordance therewith as set forth in the RFP.

I hereby certify that, to the best of my knowledge, this submission is completed and all statements made therein are true and accurate.

I also affirm I am duly authorized to sign and submit this response on behalf of the individual or company named below.

By my signature below, I attest that I have read, understand, and agree to the terms, conditions, and requirements set forth in the RFP.

Signature of Applicant

Date

Printed Name

Title if applicable



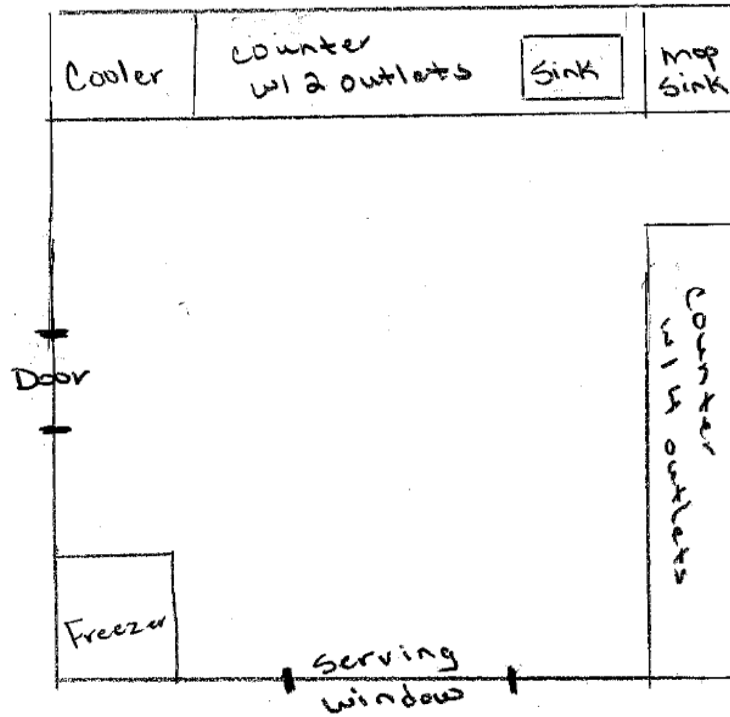
**City of Hartford
Request for Proposal
Submission Checklist**

Applicants Name: _____

Please acknowledge the below items by placing a check mark by each one:

- Insurance – Applicant must have liability insurance and property damage insurance as defined in the RFP. Proof of insurance must be provided to the City upon award of bid.
- Agree to comply with all health codes.
- Concessioner agrees to pay City _____% of the gross revenues received in operation of stand.
- Concessioner agrees to pay the accepted % of gross revenues to the City by the fifteenth day of each month.
- Concessioner agrees to provide written verification of gross revenues monthly.
- The length of the contract is one year.
- Contract will not be assigned to another party.
- Include sample menu with prices.
- Include completed Vendor Application
- Include complete RFP Checklist

Layout of Concession Stand



(not to scale)

- 7'x4' serving window
- Commercial Cooler
- Freezer
- 5 – 20amp outlets with separate breakers for each
 - *2 along counter with sink
 - *3 along large counter
- 2 rolling Benches that are 2'x4'
 - *1 – 2 shelf bench
 - * 1 – 3 shelf bench

ADVERTISEMENT AGREEMENT

This advertising agreement is made and entered into this _____ day of _____, 20____, made by and between the City of Hartford, a municipal corporation of 125 N. Main Avenue, Hartford, South Dakota 57033, and the Hartford Area Sports and Recreation Committee (HASR), hereinafter collectively referred to "Owner" and _____ of _____, Hartford, South Dakota 57033, hereinafter referred to as "Advertiser", for the following the advertising rights:

1. Advertiser agrees to the following annual advertisement package for advertising at the Hartford Sports Complex:

_____ \$100.00 annually for website advertisement.

_____ \$250.00 annually for 4'X8' banner to be installed on outfield fencing. Banner will hang from March 1st to October 31st of each year.

_____ \$1,000.00 annually for advertising on scoreboard.

2. **Term of Advertising Agreement:** This advertising agreement shall be an annual agreement and shall automatically renew annually unless either of the parties hereto provides the other party with written notice on or before December 31 of any year that the advertising agreement shall not be renewed for the following calendar year. Modifications to the terms of the advertising agreement shall be in writing and notice shall be required to be given to the other party no later than March 31st of each year in which there is any proposed changes to the advertising agreement.
3. **Payment:** Advertiser agrees to pay to the City of Hartford the annual rental amount set forth hereinabove for the advertising option(s) chosen by advertiser. Payment shall be made no later than 14 days after the agreement date. The monies received shall be deposited in the Sport's Complex Fund with the City of Hartford.
4. **Advertisement Content:** Owner reserves the right to reject the content of any advertising proposed by advertiser and to prohibit any advertisements that are proposed for businesses or purposes which are deemed by Owner, in Owner's absolute discretion, to be inappropriate for installation at the sports complex utilized by area youth.

Examples of inappropriate advertising would include, but not be limited to the advertising of tobacco products, alcohol products, adult-oriented businesses or other businesses which are not appropriate for youth.

5. **Form of Advertisement**: The signage to be installed if the advertisement involves the installation of signage, shall be at the initial expense of Owner. In addition, the advertisement signage shall be on materials approved by Owner and located on the outfield fencing or scoreboard in such a manner as determined by owner in its sole discretion. Replacement of any worn or outdated advertising signage shall be at the expense of the advertiser unless otherwise agreed to by the parties.

6. **HASR Representations**: HASR represents and assumes responsibility for assuring that any advertising signage shall be constructed of material which will not create a danger or hazard to those using or present at the Hartford Sport Complex. HASR further agrees that it will fully identify and hold the City of Hartford harmless from any and all claims for injury arising from the advertising signage being located at the Hartford Sports Complex.

Dated this _____ day of _____, 20____.

HASR:

Advertiser:

City of Hartford

Mayor

Attest:

Finance Officer

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>

Revised Budget (to include Goldenwest Donation)	<u>\$ 332,500.00</u>
Sports Complex Concession/RR Bldg	\$ 255,000.00
YTD Expenses	-164,491.62
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
YTD Expense	-4,200.00
Batting Cage	\$ 17,500.00
YTD Expenses	-19,612.11
Miscellaneous Expenses	
AED Expense approved by CC	-900.00
Unallocated Funds (Park Master Plan)	<u>\$ 77,648.13</u>
	<u>\$ 332,500.00</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 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						\$ TBD
20		Ice Rink for Hockey						\$ TBD
21		Trail near HAD land by Watertower						\$ TBD
22		Nature Plantings around Public Places						\$ TBD
23		Tree Plantings Where Needed						\$ TBD
		Yearly Totals	\$369,500	\$294,500	\$25,700	\$0	\$0	\$0