

**Hartford City Council Agenda**

**Tuesday, January 6, 2026**

**7:00p.m. at Hartford City Hall**

Mayor Arden Jones

Ward 1: Travis Kuehl and Keith Carlson

Ward 2: Shaun Boen and Darrell Horacek

Ward 3: Cindy Matson and Michelle Schilling

**Pledge of Allegiance**

**Business Items**

- Roll Call of Governing Board
- Additions to the Agenda/Approve Agenda
- Approve Minutes of Previous Meeting(s)
  - \*Regular City Council Meeting - 12/16/2025
- Approve Bills submitted for Payment (if any)

**Public Comments** - Public Input on Non-Agenda Items (Comments Limited to 5 minutes per speaker)

\*Action cannot be taken on items discussed unless specifically listed elsewhere on the agenda\*

**Applications, Agreements, Hearings, Resolutions & Ordinances**

- 7:05 Public Hearings
  - Garbage License Renewals
  - 1<sup>st</sup> Reading of Ordinance #768 - Amended Subdivision Regulations
- Resolution 2026-1: Contingency Transfer for 2025
- 1st Reading of Ordinance #769: Supplemental Appropriation for 2025
- Resolution 2026-2: Appoint Representative to SMGA Advisory Board

**Reports**

- Minnehaha County Sheriff's Deputy Report - Deputy Rechtenbaugh
- City Engineer Report - ISG Inc.
- Public Works Superintendent Report - Craig Wagner
  - Authorize Staff to Purchase New Truck for Public Works Department up to Budget Amount
- Finance Officer Report - Karen Wilber
  - Review Bank Services
- City Administrator Report - Teresa Sidel

**New Business**

- Discussion Regarding Gateway Hartford Inc.
  - City Appointment to the Board of Gateway Hartford Inc.
  - Release of Funds to Gateway Hartford Inc.
  - Transfer of Land to Gateway Hartford Inc.
- Review/Approve Contract Services with TetonRidge

**Executive Session (SDCL 1-25-2) (SDCL 9-34-19)**

**Adjournment**

**Next Regular City Council Meeting: Tuesday, January 20, 2026**

## **Hartford City Council Meeting – Regular Meeting December 16, 2025**

Mayor Arden Jones called the meeting to order at 7:00pm with the following city council members present: Keith Carlson, Cindy Matson, Travis Kuehl, Darrell Horacek, and Michelle Schilling. Shaum Boen was absent with notice. Also present were City Administrator Teresa Sidel, City Finance Officer Karen Wilber, Public Works Superintendent Craig Wagner, Code Enforcer/Building Inspector Kyle Christensen, City Engineers Michael Redenbaugh & Justin Heim, and no one from the public.

### **BUSINESS ITEMS:**

- **Approval of the Agenda:** A motion was made by Kuehl, second by Carlson to approve the agenda as set - all voted yes, motion carried.
- **Approval of the Minutes:** A motion was made by Schilling, second by Horacek to approve the regular meeting minutes from December 2, 2025 – all voted yes, motion carried.
- **Approval of the Bills:** A motion was made by Matson, second by Schilling to approve the bills submitted for payment – all voted yes, motion carried.

**PUBLIC COMMENTS:** Mayor Jones informed the Council of a meeting planned for Jan 5<sup>th</sup> at City Hall with the State representatives from Hartford’s district. Kuehl, Carlson, and Horacek plan on attending the meeting as well. The topic of discussion is the upcoming legislative session in January.

### **ORDINANCES, RESOLUTIONS, APPLICATIONS, AGREEMENTS AND HEARINGS:**

- **Resolution 2025-12 Accept Utility Improvements at 1051 Ruud Trail:** On Oct 15, 2024, the council approved an agreement with the developer of the property at 1051 Ruud Trail to upsize and extend the water/sewer utilities to allow a future connection to service property south of this parcel on the south of the Interstate. This utility work is now done and has been inspected by City Engineers, who are recommending that the City accept this water/sewer infrastructure. Resolution 2025-12, which accepts these improvements, was presented. A motion was made Matson, seconded by Carlson to approve Resolution 2025-12 accepting the utility improvements at 1051 Ruud Trail – all voted yes, motion carried.

### **REPORTS:**

- **Fire Department Report:** HAFR Chief Bryon Schumaker’s monthly report was provided. For the month of November there were a total of 28 calls, of which 17 were in Hartford city limits. An update on the various trainings held during the month was also provided.
- **Code Enforcement/Building Inspection Report:** Code Enforcer/Building Inspector Kyle Christensen was present to provide his reports for the Council and answer any questions. Code enforcement issues being addressed include pet issues, parking on grass, and rubbish/junk.
- **Engineer Report:** Michael Redenbaugh reported the following:
  - Work on punchlist items continues on the WRRF project. Commissioning of the sludge press system is planned for February. Staff and Engineers continue to work with the contractor on the SCADA system, which is the system that monitors and controls the entire treatment system.
  - Work on the Western Ave project is done for now. Remaining punchlist items, such as seeding, will be done in the spring.
  - Approval has been received from the State on the Mickelson Rd shared use path. Engineers will now move forward with design work. Construction is being planned for the spring of 2026.
  - Updates are being made to the city wide water model based on comments received from the Staff’s review of the draft report. The final report is expected to be presented to the Council in January. Engineers provided a brief update on the study’s findings. All and all the City is in good shape with no immediate action items being identified.
  - At previous meetings there has been discussion on possibly placing bollards at the new lift station along Hwy 38 to provide some protection in the event that someone would go off the highway in that area. Rice Lake has provided an estimate for bollards and for chain link fencing around the lift station. The initial thought was that the fencing would provide further protection and somewhat screen the site. After further discussion it was decided that fencing is not needed. Landscaping would be a good alternative for screening. This will be further discussed in the spring. A motion was made by Kuehl, second by Carlson to approve installing up to twelve bollards along the lift station along Hwy 38 – all voted yes, motion carried.
  - ISG submitted the new wastewater facility for an award through ACEC – American Council of Engineering Companies. The facility was chosen for the award of excellence for the water/wastewater category. Congratulations to the City and Engineers!

- **Public Works Report:** Public Works Superintendent Wagner provided his report.  
Streets – The framework for the radar speed sign is done. Staff will work on getting the sign installed this week. Wagner should have the information for next year’s slurry seal project wrapped up by the end of the week. Staff will be hauling salt sand this week. All equipment is running well.  
Water – The 3<sup>rd</sup> quarter report has been submitted. Next reporting is due Jan 10<sup>th</sup>. Samples will be taken next week and then the yearly report can be done. Staff will be updating the lead and copper information in the coming weeks.  
Sewer – All lift stations are working well. Wagner will adjust the light at the new lift station after receiving a complaint from a neighboring property. The November DMR reporting for both the ponds and the new facility is done. Discharging of the lagoons continues.  
Parks – With the warmer temps this week, staff will be focusing on the new restroom building in Lyon Park. The ice skating rink has been filled.
- **Finance Officer Report:** City Finance Officer Wilber provided her report. Items included cash balances, sales tax revenue and DHI committee fund balance as of Nov 30<sup>th</sup>, a recap of bills submitted for payment, and the Dec/Jan calendar of events.
- **City Administrator Report:** City Administrator Sidel provided her report. To date, no applications have been received for the snow removal position. Information on the bank comparison will be presented at the Jan 6<sup>th</sup> meeting. The updated wage study is expected to be completed this month. Sidel had a meeting with DSU and Homeland Security on Dec 16<sup>th</sup>. This meeting went over next steps and processes for the City’s cybersecurity assessment. The assessment is scheduled to start Feb 2<sup>nd</sup> and is about a 3 week process. Once completed, the City will be provided with a report with recommendations to enhance/improve our cybersecurity. Any cost associated with these improvements will be paid through the grant for this program. The Windsor TIF final plan and development agreement will come before the Council for approval in January. An ISO audit meeting was held Dec 10<sup>th</sup>. This audit looks at the City’s building codes, inspections, plan reviews, floodplain management, etc. This process takes 3-6 month to complete. The City has received a Brownfields Grant for the environmental study that needs to be done prior to any remediation work on the lagoons. It has been decided to move forward with a small ice rink Lyon Park. Earlier today the City closed on the REED loan for the Western Ave project.

**OLD BUSINESS:** None

**NEW BUSINESS:**

- **Review/Approve Billboard Lease Renewal with Dave & Co Real Estate Team:** The current billboard lease with Dave & Co Real Estate Team is up for renewal. A renewal lease agreement for the west face of billboard #2 was presented. The lease is for another 3yr term with all the same conditions. The lease does reflect the City’s new rate of \$300/mo. A motion was made by Kuehl, second by Matson to approve the billboard lease agreement between Dave & Co Real Estate Team and the City of Hartford as presented – all voted yes, motion carried.
- **Review/Approve 2026 Fire Protection Service Agreement:** Annually the City has entered into an agreement with HAFR to pay them 80k for fire protection services. HAFR will then use these funds for the loan payment on the fire station. This agreement would be payment 16 of 25. A motion was made by Schilling, second by Matson to approve the 2026 agreement with Hartford Area Fire & Rescue for fire protection services –all voted yes, motion carried.
- **Review/Approve 2026 Contract with Sioux Falls Area Humane Society:** The contract from SFAHS for 2026 animal control services was provided. This year’s contract has two changes from the prior year. The afterhours call rate has increased from \$90/hr. to \$120/hr., and the boarding fee has increased from \$14/day to \$15/day. SFAHS is the only animal control option at this time. A motion was made by Kuehl, second by Horacek to approve the 2026 contract with Sioux Falls Area Humane Society for animal control services – all voted yes, motion carried.
- **Review/Approve updated Attorney Contract:** The City contracts with Frieberg, Nelson & Ask, LLP for attorney services. A new contract was presented. The rate for their services increased from \$190/hr. to \$225/hr. A motion was made by Kuehl, second by Carlson to approve the contract for attorney services with Frieberg, Nelson & Ask, LLP as presented – all vote yes, motion carried.
- **Review Approve Surplus List:** A surplus list of two items was presented to the Council. Three new desks were recently purchased for offices at City Hall. Two of the desks that were replaced are in bad shape. Staff is recommending to surplus both of them and then discard them. A motion was made by Kuehl, second by Matson to approve the surplus list as presented – all voted yes, motion carried.

**EXECUTIVE SESSION:** A motion was made by Kuehl, second by Matson to enter executive session pursuant to SDCL 1-25-2(1) for personnel, SDCL 1-25-2(3) for legal, and SDCL 9-34-19 for economic development at 7:55pm – all voted yes, motion carried.

Minutes recorded by Finance Officer Karen Wilber.

I, the undersigned Karen Wilber, Finance Officer in and for the City of Hartford, South Dakota, do hereby certify that the above and foregoing is a true and correct copy of the minutes which is on file at the Municipal Finance Office.

**EXECUTIVE SESSION:** A motion was made by Kuehl, second by Schilling to exit executive session at 9:00pm – all voted yes, motion carried.

A motion was made by Matson, second by Horacek to give year-round city employees a holiday bonus as discussed – all voted yes, motion carried.

**ADJOURNMENT:** A motion was made by Matson, second by Horacek to adjourn at 9:01pm – all voted yes, motion carried.

Minutes recorded by City Administrator Teresa Sidel.

I, the undersigned Teresa Sidel, City Administrator in and for the City of Hartford, South Dakota, do hereby certify that the above and foregoing is a true and correct copy of the minutes which is on file at the Municipal Finance Office.

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Teresa Sidel, City Administrator



# Agenda Item Staff Report

**DATE:** January 6, 2026

**AGENDA ITEM:** Garbage License Renewals

**PREPARED BY:** Teresa Sidel, City Administrator

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**Staff Recommendation:** Approve renewal of all 7 Garbage Applications

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**Background/Summary:**

Novak Sanitary Services, Cressman Sanitation Inc., Bolte's Sunrise Sanitary Service Inc., A-OK Sanitary & Garbage Services Inc., Construction Trash, LLC, RBS Sanitation, Inc., and Waste Management of Sioux Falls have applied to renew their garbage hauling license with the city. Novak Sanitation, Cressman Sanitation, and now A-OK Sanitary & Garbage Services Inc. are the only companies that provide household/commercial garbage service. The rest just provide roll-off service in the city. Karen has gathered all the applications, fees, proof of liability insurance and a list of equipment that they use as required by ordinance.

**Prior Council/Board Action:**

None

**Possible Action:**

Approve All Garbage Applications – This will renew the 7 current license holders that provide a vital service to our citizens.

Do Not Approve Garbage Applications – The council can withhold renewal of one or all licenses if they see fit. If a license is not renewed or approved, the license holder cannot provide service within the city during 2026.

**Fiscal Impact:**

The city receives \$250 per application, plus publication fees, from each company for a license. This fee is figured as part of our 2026 budget revenues.

**Attachments:**

Public Notice for hearing and renewal

Additional Information on each company for council reference

## **PUBLIC NOTICE**

The Hartford City Council will review seven applications for the year 2026 Garbage Hauling Licenses on Tuesday, January 6, 2026, at 7:05 p.m. at Hartford City Hall, 125 N. Main Avenue, Hartford, SD. Applicants are Novak Sanitary Service, Cressman Sanitation, Inc, Bolte's Sunrise Sanitary Service, Inc, A-OK Sanitary & Garbage Service, Inc, Construction Trash, LLC, RBS Sanitation, Inc., and Waste Management of Sioux Falls. All interested persons may appear and be heard.

Dated this 26<sup>th</sup> day of December 2025

Karen Wilber  
City Finance Officer

## **2026 GARBAGE LICENCE RENEWALS**

### **Novak Sanitary Service**

Monthly Rates:       48-gallon cart \$35.00  
                              65-gallon cart \$35.00  
                              95-gallon cart \$38.00

Recycling is included in above rates

### **Cressman Sanitation, Inc.**

Monthly Rates:       35-gallon cart \$23.65  
                              65-gallon cart \$30.80  
                              95-gallon cart \$40.15

Recycling Rates: \$4.00/mo.

### **A-OK Sanitary & Garbage Service, Inc.**

Monthly Rates:       35-gallon cart \$25.60  
                              65-gallon cart \$33.00  
                              95-gallon cart \$42.00

Recycling is included in above rates

Roll-Off Service pricing varies depending on size of roll-off & weight of contents

### **RBS Sanitation, Inc.**

Roll-Off Service Only – pricing varies depending on size of roll-off & weight of contents

### **Bolte's Sunrise Sanitary Service, Inc.**

Roll-Off Service Only – pricing varies depending on size of roll-off & weight of contents

### **Construction Trash, LLC**

Roll-Off Service Only – pricing varies depending on size of roll-off & weight of contents

### **Waste Management of Sioux Falls**

Roll-Off Service Only – pricing varies depending on size of roll-off & weight of contents

### **\*\*All applicants have submitted the following:**

- Renewal Application
- \$250.00 license fee and \$20 publication fee
- Proof of liability insurance
- List of equipment



## Agenda Item Staff Report

**DATE:** January 6, 2026

**AGENDA ITEM:** 1<sup>st</sup> Reading of Ordinance #768 – Amended Sub-Division Regulations

**PREPARED BY:** Teresa Sidel, City Administrator

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**Staff Recommendation:** Approve 1<sup>st</sup> Reading of Ordinance #768 as recommended by P&Z Board

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**Background/Summary:** In 2024, the city engineers and staff did a review of our design standards and supplemental specifications. Based off of engineer recommendations, along with recommendations from the city's public works department, our design standards and supplemental specifications were updated to our current documents on 9/3/24.

At the same time, ISG also provided a summary of proposed changes to the city's subdivision regulations. These proposed changes were reviewed by the city in May of 2024. Proposed changes to our design standards, which included minor wording changes as highlighted in yellow on the enclosed document, were approved.

The P&Z Board wanted to take additional time to review and discuss wording changes to section 4.1.3 – Public Space Contributions. Our current regulations state that a developer is required to donate 5% of the land in the development to the city for future public park improvements such as a park or trail. In lieu of donating land, the developer can donate \$1,000 an acre. Since land is worth more than \$1,000 an acre, most developers are opting to pay the fee verses providing land – this doesn't allow the city to gain any park or trail land. Suggested wording changes were provided by staff to the P&Z Board for review. Since the proposed wording for Open Space Contributions referred to a cohesive master plan, any verbiage changes to this section, were placed on hold until the master plan was completed.

Now that we have a Master Park Plan that identifies areas for new park land, the P&Z Board once again reviewed the suggested changes and approve them at their meeting on 12/30/25.

The updated wording to section 4.1.3, which is shown in blue on the enclosed document, includes:

1. The P&Z Board will collaborate with the Park & Recreation Board to identify areas needed for parks and/or bike trails according to the city's master park plan.
2. If a development includes areas identified in the master plan for a park or trail, the developer will be required to donate 5% of their development land to the city. This will need to be identified in their preliminary plans.

3. If a development does not include areas identified in the master plan, then a monetary donation will be required that is equal to 5% of the develop land at fair market value – this calculation will be from either recent sales or an appraisal. (Verbiage was added by the P&Z Board on 12/30 to clarify when this 5% contribution is calculated – it was decided that this calculation should be done when the preliminary plan is approved so all parties know the amount due upfront. Also, calculating the amount when the preliminary plan is approved will provide a break to the developer since it will be done on undeveloped land.)
4. Payment will be paid to the city within one year of preliminary plan approval.

**Prior Council/Board Action:**

- December 30, 2025 – P&Z Board approved amendments and recommends approval to City Council

**Possible Action:**

- Approve 1<sup>st</sup> Reading of Ordinance #768
- Do not approve 1<sup>st</sup> Reading of Ordinance #768

**Fiscal Impact:** None to the city. All costs for public space contribution will be borne by the developer.

**Attachments:**

- Public Hearing Notice
- Ordinance #768
- 12/30 P&Z Minutes

## NOTICE OF PUBLIC HEARING

Notice is hereby given that the Hartford City Council will hold a public hearing on January 6, 2026, regarding adoption of an amendment to the Hartford Subdivision Regulations. A copy of the proposed amendment is available for public review at the Hartford City Hall in the Finance Office during regular business hours.

This City Council public hearing will be held at the following time, date, and location:

7:05 p.m.  
January 6, 2026  
Hartford City Hall (125 N. Main Avenue)

The purpose of this hearing is to explain the proposed amendment to the Hartford Subdivision Regulations to interested persons, to answer questions regarding this item, and to hear public comment on this item. The City Council invites all interested persons to attend and offer their comments. Those unable to attend may submit comments in writing, prior to the hearing, to - Hartford City Administrator, 125 N Main Avenue, Hartford, SD 57033.

In compliance with the Americans with Disabilities Act (ADA), if you need special assistance to participate in this hearing, please contact the City Administrator at (605) 528-6187. Anyone who is deaf, hard-of-hearing or speech-disabled may utilize Relay South Dakota at (800) 877-1113 (TTY/Voice). Notification 48 hours prior to the hearing will enable the City to make reasonable arrangements to ensure accessibility to this hearing.

Teresa Sidel  
City Administrator

Ordinance #768

# City of Hartford

# Subdivision Regulations

Adopted: January 20, 2026



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# Article 1: General Provisions

## 1.1 Title

1.1.1 These regulations shall be referred to as the “The City of Hartford Subdivision Regulations” and herein as “these regulations”.

## 1.2 Purpose

1.2.1 It is the purpose of these regulations to govern the subdivision of land within the City’s jurisdiction so as to provide for the harmonious development of the municipality and its environs; for the coordination of streets within subdivisions with other existing or planned streets or with other features of the Comprehensive Plan of the City; for water and sanitation facilities, drainage and flood control; for adequate open spaces for traffic, recreation, light, and air; and for a distribution of population and traffic which will tend to create conditions favorable to health, safety, convenience, or prosperity.

## 1.3 Authority

1.3.1 In accordance with SDCL 11-6 and any other authority provided by law or as those statutes may be amended, the City does hereby exercise the power and authority to review and approve or disapprove Plats for the subdivision of land within the City and for land outside its corporate limits as allowed by SDCL 11-6-26.

## 1.4 Jurisdiction

1.4.1 These regulations shall govern all subdivisions of land, as defined herein, located within the City and its jurisdictional limits as referenced by the Major Street Plan portion of the City’s Comprehensive Plan.

## 1.5 Interpretation, Abrogation, and Severability

1.5.1 In interpreting and applying the provisions of this Article, the provisions of these regulations shall be deemed the minimum requirements for the promotion of public safety, health and general welfare. If deemed necessary by enforcement officials, more stringent requirements may be imposed to uphold the purpose of these regulations.

1.5.2 It is not the intent of this Article to repeal, abrogate, or impair any existing easement, covenant, or deed restriction where these provisions conflict or overlap. Whichever imposes the more stringent restrictions shall prevail.

1.5.3 Should any Article, Section, Subsection, or Provision of these regulations be found to be or declared invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity or constitutionality of the regulation as a whole or any part thereof, other than the portion so declared to be invalid or unconstitutional.

## **1.6 Repeal of Conflicting Regulations**

1.6.1 All prior subdivision regulations or parts of prior subdivision regulations are hereby declared repealed.

## **1.7 Enforcement and Violations**

1.7.1 The City Council has designated, by Resolution 2018-1, the City Administrator as administrative official of the municipality to approve Plats in lieu of approval by the governing body as allowed under SDCL 11-3-6.

1.7.2 The City Administrator is hereby designated as the Authorized Official of these regulations and directed to enforce all the provisions of this Article and establish rules for its administration. For those purposes, the Authorized Official shall have the powers of a law enforcement officer.

1.7.3 The Authorized Official and City Engineer shall together have the authority to make interpretations of these regulations and to adopt and enforce rules and supplemental regulations in order to clarify the application of its provisions and uphold the purpose of these regulations.

1.7.4 Whenever any work is being done contrary to the provisions of this Article, the Authorized Official may order the work stopped by notice in writing served on any persons engaged in the doing or causing the work to be done; and any persons shall forthwith stop the work until notified by the Authorized Official to proceed with the work.

1.7.5 It shall be a violation of these regulations for any person having control of any land within the City and its area of jurisdiction to subdivide or resubdivide such land into lots, unless in accordance with the laws of the state and the regulations contained herein.

1.7.6 A violation of any provision of these regulations or any amendment thereto, or failure to perform any act required hereunder, is a Class II Misdemeanor. Each day in which a violation of these regulations continues shall constitute a separate offense.

1.7.7 No permit shall be issued for any work to occur on land subdivided, developed, or sold in violation of the provisions of these regulations.

## **1.8 Appeal**

1.8.1 Decisions of the Authorized Official and/or the City Engineer or their failure to perform any act required by these regulations may be appealed to the City Council if a written appeal is filed with the Authorized Official within fifteen (15) days from the date of the decision being appealed.

# Article 2: Subdivision Approval Process

## 2.1 Overview

2.1.1 Except those listed as exempt under Article 4.3, proposed subdivisions must be approved by the City in accordance with the following procedures which include four (4) principle steps.

1. Concept Plan
2. Preliminary Subdivision Plan
3. Engineering Submittals
4. Plat

2.1.2 **Filing Fee:** A nonrefundable, application fee shall be deposited with the City for a Preliminary Subdivision Plan, Engineering Submittal, or Plat. The amount of fees charged, if any, shall be set forth by resolution of the City Council. Fees established in accordance with this section shall be paid upon submission of a signed application.

## 2.2 Concept Plan

2.2.1 **Overview:** The purpose of the Concept Plan is to spur discussions between the Subdivider and the City; for each party to provide input into the proposed subdivision; for the Subdivider to gain a better understanding of the City's plans prior to expending funds on preliminary design; and to reduce significant design changes as the plans progress. The Concept Plan does not require certification by an engineer.

2.2.2 **Submission:** The Concept Plan shall be submitted to the Authorized Official in form of one (1) paper copy and one (1) electronic pdf. The Concept Plan is not a required submittal and may be waived by the Authorized Official. However, the information provided to the Subdivider may have a significant impact on the initial layout.

2.2.3 **Review and Approval:** Upon receipt of the Concept Plan, the Authorized Official shall route the Plan to City Staff for review. The Authorized Official or Subdivider may request a meeting to discuss the Concept Plan with City Staff. City Staff shall provide their comments in writing to the Subdivider within ten (10) working days of receipt. Formal approval is not required.

2.2.4 **Content:** The Concept Plan shall be developed in conformance with the City's Comprehensive Plan and Design Standards. It shall contain at a minimum, the general information as follows:

### A. General

1. Contact Information of Subdivider
2. Deviations from City standards
3. Note any off site improvements
4. Expectations for City reimbursements

5. Special notes pertaining to the subdivision
6. Preparation date and subsequent revision dates

B. Sketch of Subdivision

1. Name of subdivision
2. Proposed zoning districts
3. General layout of lots, streets, drainage, sanitary sewer, and water mains
4. North arrow

## 2.3 Preliminary Subdivision Plan

2.3.1 **Overview:** The procedure to develop a Preliminary Subdivision Plan is designed to assist the Subdivider and the City with the efficient and timely development of lots and infrastructure throughout a subdivision. Plans will be evaluated for compliance with the City's Design Standards and comprehensive plans for development and infrastructure.

2.3.2 **Submission:** Upon review of the Concept Plan, the Subdivider may submit a Preliminary Subdivision Plan Application to the Authorized Official for approval. The Application shall include one (1) paper copy and one (1) electronic PDF file of the Subdivider's Preliminary Subdivision Plan, stamped and certified by an engineer registered in the State of South Dakota. Additional information may be required of the Subdivider to assist City Staff in their review. Support documents shall be provided at the request of the Authorized Official.

A petition for voluntary annexation shall accompany the Preliminary Subdivision Plan Application if any portion of the subdivision is considered contiguous to the City's corporate limits.

2.3.3 **Review and Approval:** The Preliminary Subdivision Plan shall conform to all chapters of the City's Design Standards. The paragraphs that follow outline the overall procedures for filing a Preliminary Subdivision Plan Application and review.

- A. Within ten (10) working days of receipt of an Application and fee, the Authorized Official will review the Application to determine whether it is complete.
- B. If the Authorized Official determines that the Application is incomplete, then the Subdivider shall be notified in writing of the specific deficiencies; and that the Application shall not be scheduled for review by the Planning Commission until all elements of the application are submitted.
- C. When the Authorized Official determines the Application to be complete, the Preliminary Subdivision Plan shall be distributed to the City Engineer for review of its content. Plans shall be reviewed within fifteen (15) days of distribution. If the Authorized Official determines the Preliminary Subdivision Plan does not meet the criteria required by these regulations, then the Subdivider shall be notified in writing of the specific deficiencies and that the application shall not be scheduled for review by the Planning Commission until all items are corrected.
- D. When the Authorized Official determines the Preliminary Subdivision Plan to be complete, it shall be reviewed by the Planning Commission at its next regularly scheduled meeting. There shall be a minimum of ten (10) working days between the completion of the Authorized Official's review period and the Planning Commission's scheduled meeting date. The Planning Commission shall review the Preliminary Subdivision Plan and recommend to the City Council to approve, approve with conditions, or deny the plan.
- E. The City Council, in taking action on a Preliminary Subdivision Plan, shall consider the recommendations of the Planning Commission at its next regularly scheduled meeting.

Approval of the Preliminary Subdivision Plan shall indicate City Council's approval of the general location of the lots, blocks, and streets including the interrelationship to proposed zoning districts or land uses. The City Council may elect to approve the Plan with conditions that are deemed necessary to fulfill the general purpose of these regulations under Article 1.2. Any conditions included by the City Council shall be noted on a revised Preliminary Subdivision Plan which shall be submitted to the Authorized Official for administrative approval before any Engineering Submittal or Plat is submitted. The approved Plan shall be signed and kept on file in the Office of the Authorized Official.

## 2.4 Engineering Submittals

2.4.1 **Overview:** The approval of Engineering Submittals is a process designed to assist the Subdivider and the City with the efficient and timely development of infrastructure and final lot and block layout. Plans will be evaluated for compliance with the City's Design Standards and comprehensive plans for development and infrastructure.

2.4.2 **Submission:** Upon the Council's approval of the Preliminary Subdivision Plan, the Subdivider may submit an Engineering Submittal Application to the Authorized Official. The Application shall include one (1) paper copy and one (1) electronic PDF file of the Subdivider's Engineering Submittal, stamped and certified by an engineer registered in the State of South Dakota. Additional information may be required of the Subdivider to assist City Staff in their review. Support documents shall be provided at the request of the Authorized Official or City Engineer. At a minimum, the Subdivider shall include the following plans:

- A. Existing Conditions
- B. Phasing Plan
- C. Grading Plan
- D. Storm Water Management Plan
- E. Sanitary Sewer Plan
- F. Water Distribution Plan
- G. Private Utility Plan
- H. Lighting Plan
- I. Access Plan
- J. Final Lot and Block Layout
- K. Traffic Impact Study, if requested by City Engineer
- L. Ultimate Watershed Basin Study, if requested by City Engineer

2.4.3 **Review and Approval:** The Engineering Submittal shall conform to the approved Preliminary Subdivision Plan and all chapters of the City's Design Standards. Engineering Submittal Applications shall be reviewed and approved as follows:

- A. Within five (5) working days of receipt of an Application and fee, the Authorized Official will review the Application to determine whether it is complete.
- B. If the Authorized Official determines the Application is incomplete, then the Subdivider shall be notified in writing of the specific deficiencies; and that the application shall not be reviewed until all elements of the Application are submitted.
- C. When the Authorized Official determines the Application to be complete, the submittal shall be distributed to the City Engineer for review of its content. Plans shall be reviewed within fifteen (15) days of distribution. If the City Engineer determines the Engineering Submittal does not meet the criteria required by these regulations, then the Subdivider shall be notified in writing of the specific deficiencies and that the Application shall not be approved until all items are corrected.

D. When determined the Engineering Submittal is complete, the City Engineer shall notify the Subdivider and make approval in writing.

2.4.4 **Grading Permit:** After all Engineering Submittals are approved and prior to commencing earthwork activities, the Subdivider shall obtain a Grading Permit from the City.

2.4.5 **Construction Permit:** After all Engineering Submittals are approved and prior to connecting to or extending public infrastructure, the Subdivider shall obtain a Construction Permit from the City.

## 2.5 The Plat

2.5.1 **Overview:** Platting is the act of establishing tracts of land and legally recording them with the County Register of Deeds. The purpose of the Plat is to provide the Subdivider with the legal authority to begin transferring or building upon lots in a subdivision. Approving the Plat gives the City the opportunity to ensure all improvements necessary to serve the subdivision are installed in compliance with City standards or that adequate surety for their installation is acquired.

2.5.2 **Prerequisites:** Unless otherwise exempt or not applicable, the following shall be provided to the Authorized Official prior to approving the Plat:

- A. An approved Preliminary Subdivision Plan
- B. Approved Engineering Submittals
- C. An executed Subdivision Construction Agreement per 4.1.1
- D. Executed maintenance agreements for shared facilities per 4.1.2
- E. Contributions for public space per 4.1.3
- F. Platting and Cost Recovery Fees
- G. Agreements for annexation per 4.1.4

2.5.3 **Submission:** Upon approval of all prerequisites, the Subdivider may submit a Plat Application to the Authorized Official. The Application shall include one paper copy and one electronic PDF file of the Plat, stamped and certified by a Land Surveyor registered in the State of South Dakota. Additional information may be required of the Subdivider to assist City Staff in their review. Support documents shall be provided at the request of the Authorized Official.

2.5.4 **Review and Approval:** The Plat shall be considered for approval only after all prerequisites are approved. The Plat shall include the minimum criteria indicated in Article 3 .

- A. Within five (5) working days of receipt of the Plat Application and fee, the Authorized Official will review the application to determine whether it is complete.
- B. If the Authorized Official determines that the application is incomplete, then the Subdivider shall be notified in writing of the specific deficiencies; and that the application shall not be reviewed until all elements of the application are submitted.
- C. When the Authorized Official determines the application to be complete, the Plat shall be distributed to the City Engineer for review of its content. The Plat shall be reviewed within fifteen (15) days of distribution. If the Authorized Official determines the Plat does not meet the criteria required by these regulations, then the Subdivider shall be notified in writing of the specific deficiencies and that the Plat shall not be approved until all items are corrected.
- D. When the Plat is determined as complete and is within the City's corporate limits,
  - 1. The Authorized Official shall notify the Subdivider in writing. The Subdivider shall deliver copies as required by the County Register of Deeds to the Authorized

Official for signature. The Authorized Official may elect to defer approval of any Plat to the City Council.

2. The Subdivider shall collect the remaining signatures and file the Plat with the County Register of Deeds.
- E. When the Plat is determined as complete and is within the unincorporated jurisdiction of the City,
1. The Subdivider shall deliver copies as required by the County Register of Deeds to the Authorized Official for signature. The Authorized Official shall schedule the Plat to be reviewed by the Planning Commission at its next regularly scheduled meeting. There shall be a minimum of seven (7) working days between the completion of the review period and the Planning Commission's scheduled meeting date. The Planning Commission shall review the Plat and recommend to the City Council to approve, approve with conditions, or deny the Plat.
  2. The City Council, in taking action on the Plat, shall consider the recommendations of the Planning Commission and approve, approve with conditions, or deny the Plat.
  3. If approved, the Subdivider shall collect the remaining signatures and file the Plat with the County Register of Deeds.

# Article 3: Plat Criteria

## 3.1 In General

- 3.1.1 A Plat filed with the County Register of Deeds shall be drawn with waterproof, permanent black ink upon a sized mylar sheet per SDCL 11-3-10.
- 3.1.2 As allowed by SDCL 11-6-40, the City hereby requires that any parcel of land of less than forty (40) acres which is located within three (3) miles of its corporate limits, be platted prior to the sale or transfer of the land.
- 3.1.3 Plats shall conform to the Preliminary Subdivision Plan and Engineering Submittals of record. Either all or a portion of the final lot and block layout of the approved Engineering Submittals may be platted.
- 3.1.4 Plats shall close within a tolerance of 1/10,000 of the total property line length platted. (Closure error may be 1' for every 10,000' of property line platted)

## 3.2 Map Content

- 3.2.1 Plats shall bear the following:
  - A. The proposed name of the subdivision, centered at the top of the page, describing the subdivision as required by SDCL 11-3-7. Plats outside of corporate limits shall include the section, township, range, and meridian. The name shall not duplicate, be the same in spelling, or alike in pronunciation with the name of any other recorded subdivision, unless it is an extension of or adjacent to said subdivision.
  - B. Corner markers set by the surveyor per SDCL 11-3-2.
  - C. All lots included in blocks shall be numbered in consecutive numbers starting with one, and the blocks shall also be numbered in consecutive numbers per SDCL 11-3-3
  - D. The precise length and necessary angles of all lot and block lines, and the precise length and bearing angles of all subdivision boundary lines. The Plat shall include the length, central angle, and any other data necessary to properly survey any curve included on the Plat per SDCL 11-3-3.
  - E. Acreage of each lot, parcel, or tract and the total acreage of the subdivision boundaries, together with any streets which shall divide or border the same per SDCL 11-3-3.
  - F. Scale, north arrow, vicinity map, and submittal date.
  - G. Adjoining unplatted property, labeled as such.
  - H. The location and width of all proposed and existing rights-of-way, alleys, and easements.

- I. The boundary lines of the area being subdivided with accurate angles or bearings and distances tying the perimeter boundaries to the nearest established street line, section corner, other previously described subdivision, or other recognized permanent monuments which shall be accurately described on the Plat as required by SDCL 43-18, 43-20 and 43-21.
- J. Location of all monuments and permanent control points, and all survey pins, either set or located, as required by SDCL 43-18, 43-20 and 43-21.
- K. Existing building outlines to verify setbacks and lot area requirements and ensure current and proposed easements are clear of obstructions. The Subdivider may submit a Site Plan in lieu of drawing buildings on the Plat.

### 3.3 Certificates Required

3.3.1 **The Developer/Owner will provide notice and coordinate signing of Certificates with appropriate parties.** The following certifications and resolutions shall appear on the Plat followed by lines for the appropriate signature(s) and date:

A. Surveyor's Certificate:

Per SDCL 11-3-4, the Registered Land Surveyor who actually performed the survey or had the survey performed under his direct supervision shall certify that the Plat is in all respects correct and shall attach thereto his official seal as specified in SDCL 36-18A-45.

B. Owner's Certificate of Compliance:

Per SDCL 11-3-4, the landowner, or his duly authorized agent, shall certify that the Plat has been made at the request and under the direction of the landowner for the purposes indicated therein, that he is the owner of all land included therein, and that development of this land shall conform to all existing applicable zoning, subdivision, and erosion and sediment control regulations. This certification shall be acknowledged before some officer authorized to take the acknowledgement of deeds, and this acknowledgement shall be endorsed on the Plat.

C. Conveyance of Dedications and Grants:

The surveyor shall mark on the Plat any dedications or grants for the owner to certify. Where dedications or grants are intended for public use, the following language shall be included in the owner's certificate.

I hereby dedicate to the public for public use forever the streets, roads and alleys, parks and public grounds, if any, as shown on said Plat, including all sewers, culverts, bridges, water distribution lines, sidewalks, and other improvements on or under the streets, alleys, parks, and public grounds whether such improvements are shown or not. I also hereby grant easements to run with the

land for water, drainage, sewer, gas, electric, telephone, or other public utility lines or services under, on, or over those strips of land designated hereon as easements for the purposes of constructing, maintaining, repairing, and improving said facilities. The owner, their lessees and assignees shall, at their own expense, keep the easement area in good repair and clear of obstructions. No improvements of any kind may be erected within an easement which might interfere in any way with the proper maintenance, use, repair, reconstruction, and patrolling of the easement. This covenant shall run with the land.

I hereby certify that this plat will not place any existing lot or building in violation of any applicable ordinance, code, regulation, or law, including but not limited to zoning, building, subdivision, and flood prevention.

I hereby waive any rights of protest to any special assessment program which may be initiated for the purpose of installation of improvements required by the City of Hartford Subdivision Regulations.

D. Private Maintenance of Facilities

Where the subdivision contains facilities or services which are necessary to or desirable for the area, and which are of common use or benefit and which are not accepted for maintenance by an existing public agency, the surveyor shall include the following language on the Plat for the owner to certify:

I further grant that the private facilities as shown on said Plat will be privately maintained by the owner, their lessees and assignees. The owners, their lessees and assignees shall maintain private facilities at their own expense, keeping it in good repair and clear of obstructions. No improvements of any kind may be constructed within said private facility. This covenant shall run with the land.

Where private streets are shown, include the following:

I further grant and certify that the roadway shown as (Name of private road) is a private roadway easement which is hereby reserved as a permanent unobstructed access. Said street or road is for vehicular and pedestrian travel for the purpose of access to the abutting property. It is understood that the owner, their lessees and assignees, have the responsibility with respect to maintaining said private street or road. Said grant is to run with the land and shall remain in effect until such street or road is accepted for public declaration. The owners, their lessees and assignees, of the property platted as (Name of property), shall at their own cost and expense keep and preserve said private street or road at all times in a good condition of repair and maintenance, and clear of snow and other

obstructions and neither erect nor permit erection of any improvements of any kind within said private street or road which might interfere in any way with the property maintenance, use, repair, reconstruction, and patrolling of said private street or road.

If access easements are shown, include:

I further grant and certify that an access easement is hereby created as a perpetual common unobstructed access in favor of the lots abutting it. The easement is for vehicular and pedestrian travel over the roadway for the purpose of access to the abutting property. The owner, their lessees and assignees, shall maintain the easement area. They shall, at their own expense, keep the easement area in good repair and maintenance and clear of snow and other obstructions. No improvements of any kind may be erected within the easement area which might interfere in any way with the proper maintenance, use, repair, reconstruction, and patrolling of the access easement. This covenant shall run with the land.

E. Vacating Prior Plats

Where land is to be re-platted, the new Plat shall specifically describe all previous Plats sought to be vacated including the book and page or document number of all existing Plats in the County Register of Deeds Office. The new Plat shall specifically state that all previous Plats so listed are to be vacated in whole or in part per SDCL 11-3-20.2.

F. City Engineer's Certificate

Include the following certificate

We, \_\_\_\_\_, City Engineer of the City of Hartford, do hereby certify that we did duly review and recommend approval of this plat on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
City Engineer  
City of Hartford, South Dakota

G. Highway Authority's Certificate

Each Street or Highway Authority having jurisdiction shall certify that the location of the proposed access to an abutting subdivision street(s) from the existing public street or highway is approved and any change in the location of said access street(s) shall require additional approval per SDCL 11-3-12.1.

H. Authorized Official Certificate

Include the following certificate per SDCL 11-3-6 for the Authorized Official:

I, \_\_\_\_\_, Authorized Official of the City of Hartford, do hereby certify that this Plat has been approved by me or my authorized agent and that the Finance Officer is hereby directed to certify the same thereon. Approved this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Authorized Official  
City of Hartford, South Dakota

I. Finance Officer's Certificate

Include the following certificate per SDCL 11-3-6 for the City Finance Officer:

I, \_\_\_\_\_, the duly appointed, qualified and acting Finance Officer of the City of Hartford, South Dakota, hereby certify that the certificate of approval is true and correct including the signature thereon, and that any special assessments which are liens upon the land shown in the above Plat, as shown by the records in my office, on this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_, have been paid in full.

\_\_\_\_\_  
City Finance Officer  
City of Hartford, South Dakota

J. County Treasurer's Certificate

The County Treasurer shall certify that all taxes that are liens upon any land included within such Plat, as shown by the records of his or her office, have been fully paid per SDCL 11-3-9.

K. Director of Equalization

The County Director of Equalization shall certify that he or she has received a copy of such Plat per SDCL 11-3-9.

L. Register of Deeds

Every Plat shall bear a certificate of the County Register of Deeds indicating the date and time of recording. This certification shall also indicate the location of filing by plat book, page number or document number.

M. Affidavit of Existing Facilities

Every plat submittal shall include an outline or site plan of any existing building or structure within the platted boundary. The following certificate, signed by the surveyor, shall be included:

I, \_\_\_\_\_, do hereby certify that all buildings within the area to be platted have been shown upon this plat.

3.3.2 As required by SDCL 11-6-26, a Plat outside of the City's corporate limits but within its platting jurisdiction shall require the recommendation of the City's Planning Commission and the approval of the City Council. The following certificates shall be included on said Plat in lieu of the Authorized Official's approval.

A. City Planning Commission

Be it resolved by the Planning Commission of the City of Hartford, South Dakota that this plat be approved and that the same be presented to the City Council with the recommendation to adopt said plat. Approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Chairman  
City of Hartford Planning Commission

B. City Council Resolution

Whereas this Plat has been examined by the City Council of Hartford and it appears to the City Council that the system of streets set forth therein conforms to the system of streets of the existing plats of the City, that all provisions of the City's subdivision regulations have been complied with, that all taxes and special assessments upon the tract or subdivision have been fully paid, and that such plat and the survey thereof have been executed according to law.

Now therefore, be it resolved by the City Council of Hartford, South Dakota that said plat is hereby approved, and the City Finance Officer is hereby directed to endorse on said plat a copy of this resolution and certify the same thereon. Approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Mayor  
City of Hartford, South Dakota

# Article 4: General Requirements

## 4.1 Assurances

4.1.1 **Subdivision Construction Agreement:** No Plat of any subdivision shall be approved until the Subdivider has executed a subdivision construction agreement as the responsible party to establish the responsibility and security for the construction and warranting of the public improvements required by these regulations in a satisfactory manner and within a period specified by the Authorized Official, such period not to exceed two years. Sample language of the subdivision construction agreement is included in Appendix A.

4.1.2 **Maintenance Agreements:** Where the subdivision contains sewers, sewage treatment plants, water supply systems, park areas, storm drainage systems, road systems, or other facilities or services which are necessary to or desirable for the area, and which are of common use or benefit and which are not accepted for maintenance by the City, provisions shall be made by maintenance agreement for the proper and continuous maintenance and supervision of such facilities. A final and signed copy of the agreement shall be attached to each and every Plat having a facility or service covered by such an agreement.

### 4.1.3 **Public Space Contributions:**

In an effort to ensure the comprehensive development of parks and trails within the community, the Planning and Zoning Commission (P&Z) will collaborate closely with the Park & Recreation Board to identify and designate areas needed for such amenities according to the city's master park plan.

In instances where a proposed development is situated within an area identified for a park or bike trail, the developer will be required to contribute 5% of their total development land towards the establishment of these recreational spaces. This land contribution must be clearly delineated in the preliminary plans submitted for approval. The designated land must meet the standards and requirements set forth by the Park & Recreation Board, including accessibility, usability, and connectivity to existing or planned parks and trails. All land dedications will be platted and transferred to the city within one year following the approval of the preliminary plan. Land to be dedicated shall be free of encumbrances such as floodways or restrictive easements.

In instances where a proposed development is located in an area where no park or bike trail has been identified, the developer is obligated to make a monetary contribution to the city. This contribution should be equivalent to the value of a 5% of their total development land contribution, calculated at the fair market value at the time of approval of the preliminary plan. The fair market value can be determined based on recent sales in the area or through an appraisal conducted by a certified appraiser approved by the city. The fair market value and/or appraisal will utilize like for like comparables.

Should a monetary fee be required, the payment must be made to the city within one year following the approval of the preliminary plan. The funds collected will be allocated specifically for the acquisition, development, and maintenance of parks and trails, ensuring that the

contributions directly benefit the community's recreational infrastructure.

To facilitate transparency and accountability, the city will maintain detailed records of all land and monetary contributions, including the valuation method used and the specific use of the funds. Developers will be provided with a receipt and a report outlining how their contributions have been utilized.

- 4.1.4 **Annexation:** No Plat within the City's unincorporated jurisdiction shall be approved unless the Subdivider has filed a petition for annexation or executed an agreement to annex with the City Council. In general, annexation agreements shall be written to require the property to annex voluntarily at the request of the City and at the time the subdivision becomes contiguous with the City's corporate limits. All infrastructure shall be improved to meet the City's Design Standards at the time of annexation. Landowners within said subdivision shall be responsible for the cost of improvements. Annexation agreements shall be recorded with the County Register of Deeds at the time of platting.

## 4.2 Effective Period of Approval and Amendments

4.2.1 **Effective Period of Approval:** A Preliminary Subdivision plan or Engineering Submittal approved prior to the Plat shall have an effective period from the time of approval. The Plat shall not be approved after the effective period has expired for any of the Plans listed below:

- A. Preliminary Subdivision Plans – 4 years
- B. Engineering Submittals – 3 years

4.2.2 **Extensions:** Prior to expiration, the Subdivider may submit a request to extend the effective period of a plan to the Authorized Official. The Request shall include one paper copy and one electronic PDF file of the Plan. The Request and subsequent Plan shall be distributed to the City Engineer and reviewed within 15 working days. The Plan shall be subject to any new regulations or design standards in place at the time of the Request. If the Authorized Official determines the Plan does not meet the regulations or design standards in place at the time of the Request, then it shall be denied in writing. If the Authorized Official determines the Plan meets the regulations and design standards in place at the time of the Request, then the Authorized Official shall grant a two year extension to the effective period.

4.2.3 **Revisions and Amendments:** A revision to a plan of record shall be submitted to the Authorized Official for review. The Authorized Official shall distribute the Revisions to the City Engineer for review. Revisions shall be reviewed within ten (10) days of distribution and shall be reviewed to determine the impact to the plans of record. Should the Authorized Official determine the Revision to have minimal adverse impact, it shall be recorded and filed as an addendum to the plans of record.

Should the Authorized Official determine the impact of the Revision to be significant, an amendment shall be required. An Amendment shall be submitted and approved through the same process as required under Article 2. Approved amendments shall be kept on file with the Authorized Official.

## 4.3 Exemptions

4.3.1 **Procedural Exemptions:** For the purpose of providing timely review, subdivisions that do not discernibly affect or are of minor impact to the surrounding properties, environmental resources, or public facilities, otherwise referred herein as a Minor Plat, shall be exempt from the Concept Plan and Preliminary Subdivision Plan portions of the approval process of Article 2. The Subdivider may submit a Plat to the Authorized Official, in like form as required by Article 2.5.4 , to determine whether the Plat meets the definition of a Minor Plat. The Authorized Official shall review the Plat and decide within ten (10) days. Engineering Submittals or other information may be required of the Subdivider to assist City Staff in their review. Support documents shall be provided at the request of the Authorized Official. If the Authorized Official determines the Plat does not meet the definition of a Minor Plat, then the Subdivider shall be notified in writing that the Plat is denied. If the Authorized Official determines the Plat does meet the definition of a Minor Plat, then it shall be reviewed and approved in conformance with Article 2.5.

4.3.2 **Plat Exemptions:** Plats of the following form shall be exempt from all provisions of these regulations.

- A. **Cemetery Grave Plats:** A Plat or Plot which is filed and maintained as a permanent cemetery record.
- B. **H-Lots:** A Plat to facilitate the transfer of ownership from a property owner to a government entity for a public right-of-way.

## 4.4 Subdivisions within Unincorporated Jurisdiction

4.4.1 The City hereby elects to approve subdivision Plats outside of its corporate limits as allowed by SDCL 11-6-26. The City has adopted a Comprehensive Plan, which includes a major street plan that identifies the unincorporated area to be governed by municipal platting authority. A copy of the adopted Comprehensive Plan was forwarded to the Minnehaha County Commissioners through the Office of the County Auditor.

4.4.2 The City hereby discourages premature subdivision of land due to unavailability of urban services, higher energy consumption, premature and excessive loss of agricultural land, and inefficient delivery of basic government services. A Plat within the City's unincorporated jurisdiction that is considered by the City to be premature, to conflict with the purpose of these regulations, or to conflict with the City's Comprehensive Plan will be denied.

## Article 5: Definitions

- 5.1.1 **Alley.** A public or private right-of-way which affords only a secondary means of access to abutting property and not intended for general traffic circulation.
- 5.1.2 **Annex.** The act of incorporating a territory into the corporate limits of the City.
- 5.1.3 **Annexation Agreement.** An agreement between a Subdivider and the City to identify stipulations for voluntary annexation at the time the City's corporate limits become contiguous with a subdivision.
- 5.1.4 **Authorized Official.** The person, officer, or official and his authorized representative, whom the City Council has designated as its agent for the administration of these regulations.
- 5.1.5 **Block.** A tract of land bounded by streets, or by a combination of streets and public parks, cemeteries, railroad rights-of-way, shorelines of waterways, or corporate limits of municipalities.
- 5.1.6 **Building.** Any structure having a roof, supported by columns or walls, for shelter or enclosure of persons or property.
- 5.1.7 **City.** The City of Hartford, South Dakota.
- 5.1.8 **Comprehensive Plan.** The long-range plan adopted by the City that describes and illustrates the goals, policies and objectives of the municipality to interrelate all functional and natural systems and activities relating to the development of the territory under its jurisdiction.
- 5.1.9 **Concept Plan.** A Concept Plan is a basic plan that is preparatory to the Preliminary Subdivision Plan.
- 5.1.10 **Contiguous.** Contiguous shall be as defined in SDLC 9-4-1.
- 5.1.11 **Corporate Limits.** The defined boundary or border of territory under jurisdictional power of the City.
- 5.1.12 **Dedicated.** A grant of land to the public for their perpetual use.
- 5.1.13 **DENR.** The South Dakota Department of Environment and Natural Resources.
- 5.1.14 **Design Standards.** The standards, specifications and requirements for public improvements adopted by the City.
- 5.1.15 **Easement.** Authorization by a property owner for the use by another, and for a specified purpose, of any designated part of the property. An easement is also a means to acquire a legal right for a specific use of land owned by others.
- 5.1.16 **Engineer.** A professional engineer, registered and in good standing with the State of South Dakota.
- 5.1.17 **Engineering Submittal.** A plan prepared and certified by an Engineer that describes and details improvements.

- 5.1.18 **Grading.** Excavating, filling or stockpiling soil.
- 5.1.19 **Homeowners Association.** An association or organization, whether or not incorporated, which operates under and pursuant to recorded covenants or deed restrictions through which each owner or a portion of a subdivision—be it a lot, parcel site, unit plot, condominium, or any other interest—is automatically a member or assessment for a prorated share of expense of the association which may become a lien against the lot, parcel, unit, condominium, or other interest or member.
- 5.1.20 **Improvement.** Changes and additions to land in effort to add value or use to benefitting real property.
- 5.1.21 **Lot.** A designated parcel, tract, or area of land established by Plat, subdivision, or as otherwise permitted by law, to be separately owned, used, developed, or built upon.
- 5.1.22 **Lot Line.** The line bounding a lot that divides one lot from another lot or from a public street or any other public space.
- 5.1.23 **Lot of Record.** A Plat that has been recorded in the office of the County Register of Deeds.
- 5.1.24 **Minor Plat.** A Plat that does not discernibly affect or is of minor impact to the surrounding properties, environmental resources, or public facilities and is necessary to transfer ownership of property. Typically, it involves the adjustment of common lot lines between several lots, consolidation of existing lots, or the resubdivision of previously platted lots. A Minor Plat does not conflict with the City’s Comprehensive Plan or any other plans previously approved by the City. It does not require the dedication of right-of-way, construction of new streets, or other public infrastructure.
- 5.1.25 **Owner.** The owner of real property as recorded by the County Register of Deeds
- 5.1.26 **Parcel.** Any contiguous quantity of land in the possession of, owned by, or recorded as the property of the same claimant, person, or company.
- 5.1.27 **Planning Commission.** As duly appointed by the Mayor and confirmed by the City Council.
- 5.1.28 **Plan of Record.** A Preliminary Subdivision Plan or Engineering Submittal adopted or approved by the City or their authorized agents in conformance with these regulations.
- 5.1.29 **Plat.** A map, or representation on paper or transferable to paper (e.g., electronic) of a piece of land subdivided into lots, parcels, tracts, or blocks, including streets/roads, commons, and public grounds, if any, all drawn to scale and complete with all irrevocable offers of dedication.
- 5.1.30 **Preliminary Subdivision Plan.** A Plan indicating the Subdivider’s intentions for subdividing and improving land.
- 5.1.31 **Prerequisite.** A required prior condition for final approval.
- 5.1.32 **Private Street/Road.** A roadway that has not been dedicated for public use, but rather reserved by platting of a lot or by a private easement. The private street or road shall be owned and maintained by the property owners which it serves.

- 5.1.33 **Re-Plats.** The adjustment and/or vacation of property lines which reallocates or consolidates land area of contiguous lots or parcels, provided that the adjustment or vacation of property lines, sites, or other divisions of land under stated conditions of these regulations.
- 5.1.34 **Right-of-Way.** A strip of land defined by right of way lines on a Plat that is intended to be occupied by a street, recreation trail, utility lines, or other similar use and to be used by the public.
- 5.1.35 **Street.** A public thoroughfare that affords the principal means of egress to abutting property. This term may be used interchangeably with “avenue”, “boulevard”, “drive”, “highway”, “road”, or “roadway”.
- 5.1.36 **Structures.** Anything constructed or erected with a fixed location on the ground, or attached to something having a fixed location on the ground. Among other things, structures include buildings, walls, fences, and signs.
- 5.1.37 **Subdivider.** The owner of land proposed to be subdivided or its authorized agent who shall have express written authority to act on behalf of the owner. Consent shall be required from the legal owner of the premises.
- 5.1.38 **Subdivision.** The division or re-division of land into two or more lots, tracts, parcels, sites, condominiums, or divisions for the purpose of sale, lease, or transfer of ownership.
- 5.1.39 **Subdivision Construction Agreement.** A contract entered into by the Subdivider and the City by which the Subdivider warrants and promises to complete the required public improvements within the subdivision within a specified time period.
- 5.1.40 **Surveyor.** A professional land surveyor, registered and in good standing with the State of South Dakota.

## **Planning and Zoning Meeting – Regular Meeting December 30, 2025**

Planning & Zoning Chairman Tony Randall called the meeting to order at 7:00pm at Hartford City Hall with the following planning and zoning members present: Tim Graham, Stacey Kutil, Keely Espinoza, and Troy Jackson. Mark Anderson and Brad Miles was absent with notice. City Administrator Teresa Sidel and Building Inspector Paul Clarke were present. There was no one from the public present.

**Approve Agenda:** A motion was made by Jackson, second by Espinoza to approve the agenda as set – all voted yes, motion carried.

**Approval of the Minutes:** The December 9, 2025, regular meeting minutes were reviewed. A motion was made by Kutil, second by Graham to approve the December 9, 2025, meeting minutes – all voted yes, motion carried.

**Public Comments on Non-Agenda Items:** None

### **Hearings/Petitions/Applications:**

- **7:05 Public Hearing – Review Proposed Updates to Subdivision Regulations:** In 2024, the city engineers and staff did a review of the city’s subdivision regulations. A few recommended changes came to the city for adoption. All recommendations were reviewed and approved except for wording of our open space dedication – section 4.1.3. After several discussions by the P&Z Board, sample wording was presented that referenced a “master park plan”, which would identify area for new parks. Changes to this section were put on hold until the city adopted such a plan. This past year, the city worked with ISG to develop and adopt a park master plan. Once again, the P&Z Board reviewed proposed wording changes for open space contribution. The updated wording highlights the following:
  - Reference to the city’s master park plan was incorporated.
  - If a development includes areas identified in the master park plan, the developer will be required to donate 5% of their development land to the city. This will need to be identified in their preliminary plans.
  - If a development does not include areas identified in the master park plan, then a monetary donation will be required that is equal to 5% of the develop land at fair market value – this calculation will be from either recent sales or an appraisal.
  - Payment will be paid to the city within one year of preliminary plan approval.

A public hearing was held and the proposed wording changes were reviewed and discussed by the Board. A typo needed to be corrected and the Board wanted clarification on when a monetary donation will be calculated. These two amendments will be incorporated into the final revision. A motion was made by Graham, second by Jackson to recommend approval of the amended sub-division regulations to the city council with amended wording to public space contributions as discussed by the Board – all voted yes, motion carried.

### **New Business:**

- **Presentation of Certificate of Appreciation to Troy Jackson:** Board Chairman Tony Randall presented Troy Jackson with a certificate of appreciation for his years of service on the P&Z Board. Jackson’s term expires on 12/31/25. We thank Mr. Jackson for his time and dedication to the city.

### **Updates:**

- **Building Inspector Update:** Building Inspector Paul Clarke was present to update the Board on open permits and address any questions. Clarke noted that there are currently 8 open single-family permits and one twin home permit. Clarke also gave an update on commercial projects. The Board asked Clarke to review a property on Mundt Ave.
- **City Administrator Update:**
  - **Project Updates**
    - Western Ave Expansion: All 3 phases of the road are complete. Some minor punch list items still need to be addressed such as seeding, sidewalks, dirt work, etc. The state’s bridge project also continues to move forward.
    - WRRF –Substantial completion has been achieved on the project and the city is treating all our wastewater through the new plant. The city continues to work with ISG and Rice Lake on equipment startups, updates to the SCADA system and testing.
    - Swenson Parking Lot – Work is completed. A seed warranty was issued by the contractor to ensure seeding comes up next spring.
    - TA Grant – ISG has received state approval to move forward on this project. Design is planned for this winter with construction this spring.
    - Kelley Ave Drainage Study – ISG conducted a study of this area due to the poor drainage concerns. Current drainage conditions and 3 possible alternatives for improvements were reviewed by the city council on 10/7. No action was taken by the council but it will be revisited after the 1<sup>st</sup> of the year.

- City-wide water model – ISG and AE2S has begun work on a water model for the city that will help with future planning. Existing conditions were reviewed with staff on 10/16 and our current system is running well, with nothing that needs immediate attention. Future conditions are still be analyzed, and any suggested improvements for the years to come will be identified. A brief summary of the report was provided to the city council with a full report anticipated in January.
- Other Projects: All on-going developments have been provided with an updated punch list to be completed from the city.
- **Other Updates:**
  - The city will be advertising for a new wastewater plant operator.
  - The Windsor Group is working with the city on a development agreement for approval by the city council in January.
  - Christensen and Sidel met with a representative with ISGO Mitigation on 12/10 for a review of the city’s policies and procedures for building codes, inspection, plan reviews and floodplain management. This will be used to update the city’s ISO insurance rating. A final report will be issued in 3-6 months.

**Adjournment:** A motion was made by Jackson, second by Graham to adjourn at 7:23pm – all voted yes, motion carried.

Minutes recorded by City Administrator, Teresa Sidel.

I, the undersigned, Teresa Sidel, City Administrator, in and for the City of Hartford, South Dakota, do hereby certify that the above and foregoing is a true and correct copy of the minutes which are on file at Hartford City Hall.

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Teresa Sidel, City Administrator



# Agenda Item Staff Report

**DATE:** January 6, 2026

**AGENDA ITEM:** Resolution 2026-1 Contingency Transfer for 2025

**PREPARED BY:** Teresa Sidel, City Administrator

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**Staff Recommendation:** Approve

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**Background/Summary:**

The city has \$50,000.00 budgeted in our 2025 contingency account in the General Fund. This amount can be used to cover unanticipated expenses or shortfalls in the general fund budget. This money can only be used for general fund expenses only so any budget shortfalls in other funds (i.e.-water, sewer, project funds, etc.) need to be addressed with a supplemental appropriation, along with any major expenses in the general fund or items that were added by the city council over this past year after the budget was sent to the county.

In order to ensure no shortfalls in our 2025 General Fund budget, I would like the council to approve the transfer of \$35,749.98 from the contingency account in the general fund to the general fund accounts below. This will leave \$14,250.02 still in the contingency account if it is determined that another transfer needs to be made at our next meeting.

**A contingency transfer only a budget correction. It either increases or decreases budget amounts so there is not a shortfall in budget -there is no actual spending or transfer of money.**

**Animal Control**

Professional Services – SF Humane Society Charges \$6,138.00  
\*Contract was increased in 2025 after budget was approved

**Downtown Hartford**

Capital Improvements – Downtown Hartford Expenses \$7,901.98  
\*Funds paid out from account held by city for wayfind signs, pole brackets, flowers

**Planning & Zoning**

Professional Services \$21,010.00  
\*SECOG Safe Street Study - approved in 2024 but put on hold \$2,500  
\*TetonRidge Contract – approved 6/25 but not in budget \$5,765  
\*May, Adam, Gerdes – approved 9/25 for SPE \$4,080  
\*General Engineering Services – over budget amount \$8,665

**Debt Service**

Loan Payments - Vandemark/9<sup>th</sup> Street Loan  
\*Administrative loan fee for Vandemark/9<sup>th</sup> St Loan – not in budget \$700.00

**Total Contingency Transfers \$35,749.98**

**Prior Council/Board Action:**

None

**Possible Action:**

- Approve Resolution 2026-1
- Do not approve Resolution 2026-1

**Fiscal Impact:**

Approval will put these budget line items into compliance. Non-approval will put the city budget out of compliance.

**Attachments:**

Resolution 2026-1

**RESOLUTION # 2026-1**  
**Transfer of Contingency Funds**

WHEREAS, the City of Hartford prepares and approves a budget each September for the following calendar year; and

WHEREAS, the budget for 2025 contains a contingency fund of \$50,000.00 that can be transferred to any general fund account by resolution of the City Council.

THEREFORE, LET IT BE RESOLVED, that the following amounts be transferred from Contingency account #101-4115-429 to the following accounts in the general fund:

Animal Control	101-4412-422	Professional Services	6,138.00
Downtown Hartford	101-4601-439	DHI Expenses	7,901.98
Planning & Zoning	101-4652-422	Prof Services	21,010.00
Debt Service	101-4757 441	Loan Principal	<u>700.00</u>
		<b>Total</b>	<b>\$35,749.98</b>

Dated this 6<sup>th</sup> day of January 2026

\_\_\_\_\_  
Arden Jones, Mayor

ATTEST:

\_\_\_\_\_  
Karen Wilber, Finance Officer

(Seal)



# Agenda Item Staff Report

**DATE:** January 6, 2026

**AGENDA ITEM:** 1st Reading of Ordinance #769 – Supplemental Appropriation for 2025

**PREPARED BY:** Teresa Sidel, City Administrator

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**Staff Recommendation:** Approve 1<sup>st</sup> Reading

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## **Background/Summary:**

A supplemental appropriation ordinance for our 2025 budget is in this packet (Ordinance #769). A supplemental appropriation allows the City to correct our budget. It allows us to add budget amounts for unplanned expenses, expenses that were not known when we completed the 2025 budget back in September of 2024, or items that were added by the city council throughout the year. It also allows the city to add to the budget any additional expenses that are close to going over budget or are overbudget for all funds. A supplemental appropriation is different than a contingency transfer because contingency money in the budget can only be used for the General Fund so if there are large budget items that need to be adjusted in the general fund or if additional money is needed in other funds, a supplemental appropriation must be passed.

A supplemental appropriation does not spend or transfer any money, it only increases/decreases budget amounts to bring our budget into compliance.

Below is an explanation of the enclosed supplemental appropriation.

## **GENERAL FUND (101) - \$221,761.00**

The following budget amounts in the general fund will need to be increased.

- **Fire Department – Equipment Replacement - \$205,000.00:** Over the past few years (2020-2024), the city has budgeted funds to the fire department to help with equipment replacement. The total of these committed funds was \$260,000 and they were being held by the city until the fire department purchased a large piece of equipment and requested that the funds be paid out to them. This past year, the fire department purchased a new truck and came to the city in January asking for the funds held by the city. Only the amount budgeted for 2025 was in budget (\$55,000), not the past years that were being held by the city – this made a shortfall in the budget when we paid out all the funds
- **Transit – Capital Expense - \$16,761.00:** In 2023, a new transit van for Hartford was ordered through ROC and the state. This van was expected to be delivered in late 2024 so the city's share of this purchase was placed in the 2024 budget. The van didn't actually arrive until 2025 so we need to increase our 2025 transit budget to cover this expense.

### **WWTF PROJECT FUND (510) - \$22,045.00**

The following budget amount in the WWTF fund will need to be increased.

- **WWTF Project Fund – Professional Services - \$22,045.00:** The engineering expense for this project were estimated at \$300,000 for 2025. Actual engineering expenses were approximately \$322,045.00 . The budget will need to be adjusted to cover the budget shortfall.

### **12<sup>th</sup>/OAKS STREET PROJECT FUND (511) - \$51,429.60:**

The following budget amounts in the 12<sup>th</sup>/Oaks Street Project fund will need to be increased. This project was expected to be completed in 2024 so no budget funds were placed in the 2025 budget. The following accounts will need to be increased to cover expenses paid in 2025.

- **12<sup>th</sup>/Oaks Street Project Fund – Streets - \$37,514.59**
- **12<sup>th</sup>/Oaks Street Project Fund – Water - \$4,365.33**
- **12<sup>th</sup>/Oaks Street Project Fund – Professional Services - \$5,957.37**
- **12<sup>th</sup>/Oaks Street Project Fund – Sewer - \$3,592.31**

### **HWY 38 WATER LOOP EXTENSION FUND (512) - \$81,438.62:**

The following budget amounts in the Hwy 38 Water Loop Extension Project fund will need to be increased. This project was also expected to be completed in 2024 so no budget funds were placed in the 2025 budget. The following accounts will need to be increased to cover expenses paid in 2025.

- **Hwy 38 Water Loop Extension Fund – Water - \$74,357.52**
- **Hwy 38 Water Loop Extension Fund – Professional Services - \$7,081.10**

### **WATER FUND (602)- \$30,000.00**

The following budget amounts in the water fund will need to be increased.

- **Professional Services – \$10,640.00:** The city went over budget for professional services in the water fund due to the addition of the water study. This study was approved by the city council in May of 2025 but it was not in our 2025 budget.
- **Other - \$19,360:** The city went over budget in the other account due to the additional of upsizing/extending water and sewer services in the Western Meadows Addition to allow future connections across the interstate. This amount was approved by the city council in September of 2025 but it was not in our 2025 budget.

#### **Prior Council/Board Action:**

None

#### **Possible Action:**

- Approve Ordinance #769
- Do not approve Ordinance #769

**Fiscal Impact:**

Approval will put these budget line items into compliance. Non-approval will put the city budget out of compliance.

**Attachments:**

Ordinance #769

**ORDINANCE #769 - SUPPLEMENTAL APPROPRIATIONS ORDINANCE**

AN ORDINANCE OF THE CITY OF HARTFORD, SOUTH DAKOTA, PROVIDING FOR A 2025 SUPPLEMENTAL APPROPRIATION.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF HARTFORD, SOUTH DAKOTA THAT THE FOLLOWING SUM IS SUPPLEMENTALLY APPROPRIATED TO MEET THE OBLIGATIONS OF THE MUNICIPALITY:

Pursuant to SDCL 9-21-7, a supplemental appropriation in the amount of \$221,761.00 is hereby authorized. Means of finance is the unassigned fund balance in the amount of \$221,761.00 from the general fund reserve account to the annual budget of the General Fund.

Fund 101 - General Fund

Expenditures	
Fire Department	\$205,000.00
Transit	\$16,761.00
Total Expenditures	<u>\$221,761.00</u>
Means of Finance	
Reserves-General Fund (101)	<u>\$221,761.00</u>

Pursuant to SDCL 9-21-7, a supplemental appropriation in the amount of \$22,045.00 is hereby authorized. Means of finance is the unassigned fund balance in the amount of \$22,045.00 from the WWTF Project fund reserve account to the annual budget of the WWTF Project Fund.

Fund 510 - WWTF Capital Project

Expenditures	
Professional Services	\$22,045.00
Total Expenditures	<u>\$22,045.00</u>
Means of Finance	
Reserves-WWTF Project Fund (510)	<u>\$22,045.00</u>

Pursuant to SDCL 9-21-7, a supplemental appropriation in the amount of \$51,429.60 is hereby authorized. Means of finance is the unassigned fund balance in the amount of \$51,429.60 from the 12<sup>th</sup>/Oaks Street Project fund reserve account to the annual budget of 12<sup>th</sup>/Oaks Street Project fund.

Fund 511 - 12<sup>th</sup>/Oaks Street Project Fund

Expenditures	
Streets	\$37,514.59
Water	\$4,365.33
Professional Services	\$5,957.37
Sewer	\$3,592.31

Total Expenditures \$51,429.60

Means of Finance  
Reserves-12<sup>th</sup>/Oaks Street Project Fund (511) \$51,429.60

Pursuant to SDCL 9-21-7, a supplemental appropriation in the amount of \$81,438.62 is hereby authorized. Means of finance is the unassigned fund balance in the amount of \$81,438.62 from the Hwy 38 Water Loop Extension Project fund reserve account to the annual budget of Hwy 38 Water Loop Extension fund.

Fund 512 - Hwy 38 Water Loop Extension Fund

Expenditures  
Water \$74,357.52  
Professional Services \$7,081.10  
Total Expenditures \$81,438.62

Means of Finance  
Reserves-Hwy 38 Water Loop Extension Fund (512) \$81,438.62

Pursuant to SDCL 9-21-7, a supplemental appropriation in the amount of \$30,000 is hereby authorized. Means of finance is the unassigned fund balance in the amount of \$30,000.00 from the water fund reserve account to the annual budget of water fund.

Fund 602 - Water Fund

Expenditures  
Professional Services \$10,640.00  
Other \$19,360.00  
Total Expenditures \$30,000.00

Means of Finance  
Reserves-Water Fund (602) \$30,000.00

The Finance Officer is hereby directed to transfer the said amount and to show such action on the proper records of the City.

Adopted this 20th Day of January 2026.

\_\_\_\_\_  
Arden Jones, Mayor

(seal)

ATTEST: \_\_\_\_\_  
Karen Wilber, Finance Officer

First Reading: January 6, 2026  
Second Reading & Adoption: January 20, 2026  
Publication: January 23, 2026  
Effective Date: February 12, 2026



# Agenda Item Staff Report

**DATE:** January 6, 2026

**AGENDA ITEM:** Resolution 2026-2 Appoint Representative to SMGA Advisory Board

**PREPARED BY:** Teresa Sidel, City Administrator

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**Staff Recommendation:** Approve Resolution 2026-2

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**Background/Summary:**

In April of 2021, MCEDA & LCEDA combined into one organization to create better efficiencies with the shared staff and to create one unified body for the Sioux Falls metro area. Sioux Metro Growth Alliance (SMGA) is this new organization. The City of Hartford pays dues to be a member of this organization and to be a voice within the area. When SMGA was formed, they also enacted an Advisory Board, which is made up of representatives from their paying members. This Board meets once a month and Hartford's has one representative on the Board. The city's economic development director was serving as this representative until the elimination of this position. Since that time, Arden Jones has been serving as Hartford's representative. Resolution 2026-2 would designate Arden Jones as the city's representative on the SMGA advisory board for 2026 (Teresa Sidel will serve as the alternate).

**Prior Council/Board Action:**

None on this Resolution

**Possible Action:**

- Approve Resolution 2026-2: This will designate Arden Jones as the city's representative on the SMGA Advisory Board and name Teresa Sidel as an alternate.
- Do not approve Resolution 2026-2: This will not designate Arden Jones as the city's representative on the SMGA Advisory Board. The City Council may designate another representative if they wish.

**Fiscal Impact:**

There is no cost or fiscal impact to the city to have a representative on the SMGA Advisory Board, it is part of the city's annual dues to SMGA, which are \$11,700 for 2026.

**Attachments:**

- Resolution 2026-2

**RESOLUTION NO. 2026-2**  
**CITY OF HARTFORD**

A RESOLUTION SUPPORTING REGIONAL ECONOMIC DEVELOPMENT IN THE CITY OF HARTFORD'S CAPACITY AS A PARTICIPANT IN THE SIOUX METRO GROWTH ALLIANCE AND APPOINTING A REPRESENTATIVE TO ITS MEMBERSHIP ADVISORY BOARD FOR THE 2026 CALENDAR YEAR

WHEREAS, the City of Hartford (the "City") has been or desires to be a member in the Sioux Metro Growth Alliance, a South Dakota nonprofit corporation (the "Alliance"), which has served rural communities since forming on June 6, 2021 and in years prior dating back to 1990;

WHEREAS, the City, through its partnership with the Alliance, works to develop new economic opportunities and improve access to those opportunities for all residents of the Sioux Metro, including those of the City;

WHEREAS, the City, through its investment in the Alliance, supports and welcomes the Alliance's economic development programming, designed to create more investment, jobs, and opportunities, both within and without the geographic bounds of the City;

WHEREAS, the Alliance has created a Membership Advisory Board (the "Board") where its members' leaders may appoint representatives to help guide the programming of the Alliance;

WHEREAS, the City would like to exercise its option to appoint a representative and an alternate to the Board to provide guidance to the Alliance's programs throughout 2026.

NOW, THEREFORE:

BE IT RESOLVED BY THE CITY OF HARTFORD, SOUTH DAKOTA, that Arden Jones is appointed to represent the City as its representative on the Board through December 31, 2026.

FURTHER RESOLVED, that Arden Jones is expected to attend each regularly scheduled Board meeting and/or communicate regularly to SMGA as to represent the City's economic development interests.

FURTHER RESOLVED, that if Arden Jones is unable to attend a Board meeting, the City appoints Teresa Sidel as its alternate.

\_\_\_\_\_  
Arden Jones, Mayor

ATTEST:

(Seal)

\_\_\_\_\_  
Karen Wilber, Finance Officer

Date of Reading & Adoption: January 6, 2026  
Date of Publication: January 9, 2026  
Effective Date: January 29, 2026



**MCSO HARTFORD OFFICE MONTHLY REVIEW,  
December 2025 (Nov 25-Dec 31)**



**Total calls for service: 229 (increase of 55)**

**Accidents: 8 (increase of 5)**

**With injury: 0**

**Without injury: 8 (increase of 5)**

**Assaults:/Domestic Violence: 3 (decrease of 1)**

**Sex Offenses: 1 (same)**

**DWI: 1 (same)**

**Suicide Threat/Attempts: 2 (increase of 2)**

**Check well-being: 7 (increase of 3)**

**Burglary: 1 (increase of 1)**

**Sudden/Unattended Death: 1 (increase of 1)**

**Disorderly Subjects: 6 (increase of 4)**

**Suspicious Person/Activity: 5 (decrease of 1)**

**Assist other Agency: 1 (same)**

**Public Assist: 5 (increase of 2)**

**Animal problems: 1 (same)**

**Vandalism: 0 (decrease of 2)**

**Missing Persons/runaways: 0 (same)**

**Traffic complaints/Control/Hazards/Etc: 8 (increase of 2)**

**Traffic Stops: 33 (decrease of 8)**

**Parking Complaints: 2 (increase of 1)**

**Theft: 2 (increase of 1)**

**Narcotics/Drugs: 2 (increase of 1)**

**Intoxicated Person/Liquor Law: 0 (decrease of 1)**

**Fraud/Forgery/Identity Theft: 2 (increase of 2)**

**Juvenile Delinquents: 5 (same)**

**Noise Complaints: 0 (same)**

**Fireworks: 1 (increase of 1)**

**SO Landlines: 15 (increase of 4)**

**Found/Missing Property: 1 (same)**

**Civil process: 33 (increase of 7)**

**Warrant Service: 2 (same)**

**Citations: 21 (increase of 7)**

**Case Reports: 36 (increase of 20)**

**Arrest: 8 (increase of 3)**



To: City of Hartford

From: ISG

Date: January 6<sup>th</sup>, 2026

cc: Teresa Sidel

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## GENERAL ENGINEERING UPDATE

- Site plans and plats are continually reviewed as they have been received.
- Observation of public improvements for private developments is ongoing as required.

## PROJECT STATUS UPDATES

### Water Resource Recovery Facility

#### General project scope:

Water Resource Recovery Facility is a mechanical plant for treating an average design flow rate of 1.56 million gallons per day (MGD) of wastewater. Wastewater will be collected by gravity to a new lift station southeast of the 465<sup>th</sup> Ave and Highway 38 intersection, then pumped to the treatment plant on south side of Interstate. The mechanical treatment is an Aeromod™ Activated Sludge System. After treatment, clarified water will be disinfected before discharge to an unnamed creek, a tributary to Turtle and Skunk Creeks.

A project website has been created to keep residents informed on project overview, schedule, and progress updates.

<https://isginc.mysocialpinpoint.com/hartford-water-resource-recovery-facility-project>



#### Construction:

Substantial completion for the project was issued on September 30<sup>th</sup>. Startup for the sludge press system is contingent upon sludge production within the treatment process. Sludge press commission is planned for February based on current sludge production rates. ISG and City staff are working with Rice Lake to make updates to the SCADA system, which monitors and controls the entire treatment system.

The plant has been treating nearly 300,000 gallons of wastewater per day since mid-July. City staff are on-site daily performing functional checks and testing wastewater per DANR requirements. Currently, the effluent is meeting all discharge requirements. The City and ISG will continue monitoring and optimizing the treatment process over the next few months.

### Western Avenue Reconstruction

#### General Project Scope:

Western Avenue will be reconstructed to a 3-lane urban section with one lane each for north- and south-bound traffic and a shared center left turn lane. Where recommended in the Study, an additional right-hand turn lane will also be installed. The roadway will be constructed of concrete with curb, gutter, and storm sewer. Sanitary sewer and water main have been extended past the edge of proposed paving along west Mickelson Road to facilitate future connections.

A project website has been created and will provide updates, the construction schedule, and traffic changes.



<https://isginc.mysocialpinpoint.com/western-avenue-reconstruction>

The punchlist is approximately 75% complete. Remaining punchlist items, such as seeding, will be completed in the spring.

The project schedule is as follows:

- Construction Start: April 14, 2025
- Substantial Completion: October 27, 2025
- Final Completion: Spring 2026

Project Construction Cost:

- D&G Concrete Construction Bid Amount: \$3,173,470.69
- ISG Construction Services (T&M): \$346,237.50

## City Wide Water Model

### General Project Scope:

Creation of a water model to evaluate the City's current water distribution system including water pressures, water age, and turnover. The existing model will be calibrated by conducting pressure tests at hydrants located throughout the City. The final model will be expandable so as the City grows and land is developed, the new water mains will be added and modeled. The model will also aid in development plan reviews to ensure acceptable water standards are met.

The draft report has been reviewed and revisions are underway following City and ISG comment. A presentation on the water model findings will follow this report.

Overall, the City's water distribution system is in very good shape; no immediate action items were identified. Based on current daily usage and recommended fire storage within the current tower, there is a slight (20,000 gallon) deficit. As the City continues to grow, so will the deficit, increasing the need for additional storage. Based on current projections, a new tower is recommended within the next 5 years.

- **Schedule**
  - Field Data Collection – August 19<sup>th</sup> – *Complete*
  - Model calibration – August 19<sup>th</sup> – September 19<sup>th</sup> – *Complete*
  - Draft hydraulic modeling report – early December – *Complete*
  - CIP projects and cost estimates – early December – *Complete*
  - Final Report – 14 days upon receipt of owner's comments on draft report

## Mickelson Road Shared Use Path

### General Project Scope:

The Mickelson Road shared use path project aims to create additional connectivity through the City of Hartford. Installing trail along Mickelson Road from Patrick Ave to Turtle Creek Drive was identified through a previous planning exercise. Leveraging the planning, ISG assisted the City with a grant application through SD DOT's Transportation Alternatives (TA) program. The program provides grants of up to \$600,000 and requires a minimum local match of 18.05%. ISG has been working with SD DOT to finalize scope of work and design will begin this fall.

Project design will be completed through early 2026. Once final plans receive approval from the SD DOT, the project will be bid, which is anticipated in spring 2026. Construction is expected in summer 2026.



Preliminary schedule is as follows:

- **Schedule**
  - Topographic Survey + Design: Early 2026
  - Plan review/approvals: Early 2026
  - Bidding: Spring 2026
  - Construction:
    - Anticipated start: Summer of 2026
    - Anticipated completion: Fall of 2026

## Maintenance Report – 1/6/2026

December 31, 2025

### Streets

**Roads** – We have installed the radar speed sign on the Colton Road. The slurry seal project for next year has been completed and sent to Sioux Falls for bidding. We also hauled salt and salt sand last week; we should be in good shape for a while. With the warm and cold weather patterns our roads seem to be holding up well.

**Equipment** – All of the equipment is in good shape. We had no issues with the last few snow events.

**Boulevard trees** – We will keep an eye on the ash trees and also put together an overall plan as far as removals. We are currently taking down some boulevard trees; we have a few more to remove this fall. We should be done with tree removals for now.

### Water

**Reports / DANR** – The 4th quarter water report has been sent in, and the next report is due February 10th, 2026. This will finish up the sampling for the year with no violations. The lead and copper letters have been sent out. We will be updating the lead and copper information in the coming weeks.

**General** – Last week we worked with ISG and AE2S on the water study. We did some flow testing and pressure checks throughout town. Matt with AE2S thought they would have some information for us in a few weeks. We saw a portion of the water report, and it is very informative. The information will definitely help with future growth.

### Sewer

**List station** – All of the lift stations are working well at this time. We received a complaint that the light at the new lift station on HWY 38 and 465<sup>th</sup> Ave. is too bright and it shines in a neighbor's window. Hopefully Friday the wind will be down, and we can get it turned.

**Reports** – The November DMRs have been filled out and sent in, we will be filling out the December report in January.

**Lagoons** – We will have to finish discharging in the spring. We will also be working on how and what we need to do to remove the biomass from the aerated cells.

**Future facility** – Jesse and I are keeping up with the plant operation. We are still finding small issues throughout the building. We are working with ISG and Rice Lake to get them taken care of.

## **Park**

**Parks** – The bathrooms by the pickleball courts are coming along. We are hoping to pick up the rest of the outside steel on Friday. Next week's weather looks pretty good, so we can keep working on it.

**Bike Trail** – Nothing new at this time.

**Sports complex** – Nothing new at this time.

**Public Buildings** – The streetlight by the Gage House has an underground fault, which is the reason it has not been fixed. I talked to Jake with Sioux Valley Electric about this, and he is working on a temporary plan to get it fixed, until spring.



## Agenda Item Staff Report

**DATE:** January 6, 2026

**AGENDA ITEM:** Authorize Staff to Purchase New Truck for Public Works Department up to Budget Amt

**PREPARED BY:** Teresa Sidel, City Administrator

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**Staff Recommendation:** Approve Purchase of New Public Works Truck up to Budget Amount

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**Background/Summary:**

The city had placed \$36,000 in the 2026 budget for a new public works truck. With the city adding another staff member for the new wastewater operator position, we need a vehicle for them to utilize full time. The funds for this new truck were placed in the 2026 budget and the intent is to split the cost of the new truck between the general, water, and sewer funds. Our public works superintendent would like to start looking for this new vehicle as soon as possible. Since good trucks, at a reasonable price, are hard to find, he is asking for the council to allow him to purchase a new truck up to the budgeted \$36,000. This will allow him to act right away if something is found versus waiting until a council meeting for approval. By waiting, the city may lose out on a good deal on a truck.

**Prior Council/Board Action:**

August 27, 2025 – City Council approved budgeting \$36,000 for a new public works truck

**Possible Action:**

- Approve purchase of a new public works truck.
- Do not approve purchase of a new public works truck.

**Fiscal Impact:**

There is \$36,000 in the 2026 budget for the purchase of a new public works truck. This cost will be split between the general, water and sewer funds.

**Attachments:**

None

# FINANCE OFFICER REPORT

## January 6, 2026

**Financials:** Below is a recap of revenue received for the month of December:

State of South Dakota	72,884.67	(1 <sup>st</sup> Penny Sales Tax)
State of South Dakota	72,884.66	(2 <sup>nd</sup> Penny Sales Tax)
State of South Dakota	7,199.12	(3 <sup>rd</sup> Penny Sales Tax)
Minnehaha County Treasurer	37,353.93	(Real Estate Taxes)
Minnehaha County Treasurer	8,473.86	(Street Maintenance Fee)
City of Lennox	3,142.87	(November Reimb of Building Inspector/Code Enforcer)
Cressman Sanitation	1,000.00	(Swenson Park Scoreboard Advertising)
HADF	1,145.12	(Reimb CO#2 – 12 <sup>th</sup> St/Oaks Ave Project)
Knapp's Landing	2,500.00	(Park Land Contribution Payment)
Windsor Group	9,000.00	(Light Pole Upgrade fee on 9 Poles)
Rural Electric Economic Develop	296,980.00	(Loan Proceeds for Western Ave Project)
Misc.	1,207.50	(Hydrant Water Usage & Hydrant Meter Rent)
Misc.	892.33	(Bldg/Shed/Fence/Flatwork/Grading/Construct Permits)
Misc.	750.00	(Water/Sewer Hookup Fees)
Misc.	470.00	(Pet Licenses)
Misc.	100.00	(Sump Pump Permits)

### **GENERAL FUND COMPARISON – 2024 VS 2025**

<b>Revenue and Expenses for the Month of:</b>	<b>November 2024</b>	<b>November 2025</b>
Revenue - General Fund	\$1,048,775.06	\$1,025,245.05
Expenses - General Fund	\$278,906.44	\$340,127.29

<b>Revenue and Expenses YTD</b>	<b>2024 Year-To-Date</b>	<b>2025 Year-To-Date</b>
Revenue - General Fund	\$4,359,267.49	\$4,396,609.51
Expenses - General Fund	\$2,936,871.04	\$3,007,787.23

**Index Money Market Account:** I received confirmation from First Interstate Bank that our current rate of 3.1% is good through January 11, 2026.

**Year End:** In the coming weeks I will be working on year-end reporting, including W2's and 1099's. I hope to have W2's in the mail for everyone by mid-January.

**Calendar of Events:**

**January 2026:**

Thursday, 1 <sup>st</sup>	New Year's Day Holiday – City Offices Closed
Tuesday, 6 <sup>th</sup>	City Council Meeting @ City Hall, 7pm
Tuesday, 6 <sup>th</sup>	Hartford Township Meeting @ Township Building, 7pm
Tuesday, 13 <sup>th</sup>	Planning & Zoning Meeting @ City Hall, 7pm
Monday, 19 <sup>th</sup>	Martin Luther King Jr Day Holiday – City Office Closed
Tuesday, 20 <sup>th</sup>	City Council Meeting @ City Hall, 7pm
Monday, 26 <sup>th</sup>	Park & Rec Board Meeting @ City Hall, 6:30pm
Tuesday, 27 <sup>th</sup>	Planning & Zoning Meeting @ City Hall, 7pm



## Agenda Item Staff Report

**DATE:** January 6, 2026

**AGENDA ITEM:** Review Bank Services

**PREPARED BY:** Teresa Sidel, City Administrator

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**Staff Recommendation:** Switch Banking Services to Reliabank

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**Background/Summary:**

The city funds are currently held by First Interstate Bank. Banking services for the city had not been evaluated for a number of years and in order to ensure the city is getting the best possible use of taxpayer dollars, we wanted to reach out to the two local banks and asked them to provide us with information on the services they provide, fees they charge, interest rates, etc. Karen and I have met with both local banks – First Interstate Bank and Reliabank.

After review by Karen and myself, we feel it is in the best interest of the city to switch our banking services to Reliabank. As the enclosed information indicates, both banks provide the basic services that the city would utilize. The two differences are the fees they charge and the interest rates they provide. The monthly fees assessed by FIB are calculated on a per transaction/item basis and run an average of \$175 per month. Reliabank's fees are a flat \$250 per month. The \$900 difference (based off of 2025) in fees would be an extra cost to the city but on the revenue side Reliabank currently and has consistently in the past, provided higher interest rates. If you calculate our current savings balance, which will change from year-to-year, the revenue gained would be approximately \$35,000. The revenue gained, versus the small increase in fees, is the main reason for the recommendation to change. We also feel that Reliabank has been a good partner with the CDs we have in place and the loans held through them.

Karen has provided a more detailed comparison in the packet for the council to review. If the council has any questions prior to the meeting, please contact either Karen or me and we will try to answer or get an answer from either bank.

**Prior Council/Board Action:**

None

**Possible Action:**

- Approve staff recommendation to move banking services to Reliabank
- Keep banking services with First Interstate Bank
- If more information is required, defer any action until the next council meeting

**Fiscal Impact:**

The switch to Reliabank we net an increase in funds for the city off of interest paid.

**Attachments:**

- Bank Comparison Information

## BANK COMPARISION INFORMATION

A meeting was held with both Reliabank and First Interstate Bank. The following is a recap comparing both banks.

### Services:

Both banks provide very similar services, including the following:

- Deposit Accounts
- Direct Deposit
- ACH Origination
- Wire Transfers
- Monthly Statement
- Stop Payments
- Credit Cards
- Certificates of Deposit
- Merchant Processing
- Remote Deposit Capture
- Positive Pay Fraud Prevention

### Fees:

First Interstate Bank - fee structure is based on a monthly/per item basis. I've provided the monthly fees and also what the City incurred for fees in the month of October, which would be subject to change based on each month's activities.

	<u>Fees</u>	<u>City's Fee – Oct</u>
Monthly Maintenance Fee - First Account	\$5.00	\$5.00 (1)
Monthly Maintenance Fee - Additional Accounts	\$2.00	\$4.00 (2)
Account Transfer Fee - First Two Accounts	\$0.00	\$0.00 (2)
Account Transfer Fee – Additional Accounts	\$1.00	\$3.00 (3)
Account Transfer Per Item Fee	\$0.10	\$0.90 (9)
ACH Monthly Maintenance Fee – First Account	\$15.00	\$15.00 (1)
ACH Monthly Maintenance Fee – Additional Accounts	\$5.00	\$5.00 (1)
ACH Origination Batch Fee	\$5.00	\$15.00 (3)
ACH Origination Per Item Fee	\$0.12	\$85.56 (713)
Per Item Fee Over 300 Check/Deposit Items Per Month	\$0.25	<u>\$31.75</u> (427)
		\$165.21

Reliabank - fee structure is based on a flat amount of \$250 per month and includes the following:

- Monthly Service Fee
- Account Transfers
- Standard ACH Services
- ACH Returns and Notification of Change
- Investigations
- Positive Pay Fraud Prevention

<u>Additional Fees:</u>	<u>First Interstate Bank</u>	<u>Reliabank</u>
ACH Return Item Fee	\$3.00	Including in flat fee
Return/NSF Check Fee	\$30.00	\$30.00
Stop Payment Fee	\$17.00	\$11.50
Online Wire Monthly Maintenance Fee	\$15.00	N/A
Incoming Wire	\$15.00	\$15.00
Outgoing Wire	\$24.50	\$20.00

**Interest:**

	<u>First Interstate Bank</u>	<u>Reliabank</u>
Checking Accounts		
Balance \$0.00 - \$99,999.99	0.05% APY	N/A
Balance \$100,000.00 - \$499,999.99	0.10% APY	N/A
Balance \$500,000.00 and above	0.25% APY	N/A
Money Market Account	3.10% APY	3.48% APY
Certificate of Deposits		
7 Months	3.02% APY	
13 Months	2.70% APY	
6 Months		3.69% APY
16 Months		3.46% APY

**Recap:**

The monthly bank fees the City currently pay to First Interstate Bank averaged \$175/mo. this past year, which is lower than the \$250 monthly fee that Reliabank is proposing. With Reliabank's being a flat monthly fee, it is not subject to change. However, FIB could potential increase based on activity – i.e. more residents on ACH, more checks issued in a particular month, more electronic type payments, etc.

On the revenue side, FIB does offer minimal interest on their checking accounts based on account balance, while Reliabank does not offer any. However, Reliabank has a more competitive rate on their money market accounts – currently set at 3.48% vs. FIB's current rate of 3.10%. This difference of .38% would amount to approximately 35k more interest a year based on our current balance of approximately 9.4M in our money market account. Historically, Reliabank has also been more competitive on CD rates.

Based on both banks offering very similar services and the minimal difference in fees, the biggest factor in choosing one bank over the other would be the difference in their interest rates. At this time, based on the proposals presented by each bank, it would be in the best interest of the City to switch to Reliabank.

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- **City Projects (Changes in red):**

- Western Avenue Expansion - ISG continues to work on plans. Schedule for plans and bidding was provided by ISG to staff. We are still reviewing plans along with funding options. ISG is working with HR Green and meeting with them regularly to ensure communication on coordinating the state and city project. ISG and city staff met with DOT officials on Monday, 9/18 to discuss this project and bidding procedure/coordination. Both projects will be let by the state for bidding and any contractor that bids on one project will be required to bid on the other project as well – thus ensuring the same contractor for both projects. This will make project coordination much easier. Once a contractor is secured, each project will be independent, with the state in charge of their bridge portion and the city in charge of our Western Ave portion. Bidding is still set for next spring with the project commencing in 2025. ISG continues to work on plans and coordinate with HR Green and the state. Project is still planned to be bid next year, with work being performed in 2024. I have talked with ISG about setting up property owner meetings for 2024 to go over the project and address any concerns they may have. ISG states the plans are 90% complete and a final set will be sent to the state by Feb 2024. Part of this project requires the DOT to evaluate the drainage along the off ramps. There will need to be a drainage area created along the NW ramp that will run between the lots in the Western Meadows Industrial Park. The state, ISG and city have been working with the property owner to finalize plans for this drainage. ISG has provided an updated cost estimate as per my request and I plan to meet with Sophie at SECOG to discuss financing options for this project the first part of March. I have confirmed a meeting with Sophie at SECOG for this Thursday (3/7) to discuss possible funding options. I anticipate a small community access grant and then a sales tax bond. Once I get additional information and discuss it with Karen, we will present it to the council for discussion. I did meet with SECOG last week to discuss funding for this project. As anticipated, there is little help out there for road reconstruction projects. We do plan to submit an application for the small community access grant, but this will only cover about \$600,000. The expected costs are approximately 5M now. SECOG was going to try and see if there are any programs under rural development to help. In the meantime, Karen and I will put together some information on a possible assessment and sales tax bond. Hope to have a funding scenario for the council by our next meeting. DOT is still planning a late 2024 bid date. We are planning to have a stakeholder meeting for adjoining property owners this Thursday (3/21) from noon to 1pm at the city hall to give a brief overview of the project. We can then schedule individual meetings if need be, to answer specific questions about the project. We held a stakeholder meeting with property owners along Western Ave on Thursday, 3/21. There were about 9 in attendance. Obviously, there were questions about the project and concerns with access to businesses, but all-in-all the property owners think this will be a great improvement once completed. ISG will follow up individually with each property owner to go over the logistics of the project. ISG is also reaching out to the business along Ruud Lane to discuss the project and possible impacts. I haven't heard back from SECOG yet to see if there is any funding available from Rural Development for this project or not. Once we get an answer to that, we can discuss funding scenarios with the council. I did hear back from SECOG and Rural Development may have a funding source that could possibly help with street improvements. I have reached out to Diane Sieperda with Rural Development, and we have a zoom meeting scheduled for 4/18 to discuss further. As you know, I have been working with SECOG, Rural Development, and bond counsel to discuss funding for this project. We will discuss funding options again at this meeting. We submitted our application for the community access grant to the state on Thursday. I am working on the REED application and have started working with Tom Grimmond on the sales tax bond. A resolution for the sales tax bond is in the packet for council approval. The application for the REED loan will be ready by Monday – I needed to provide financials through 6/30/24 so I need to wait for the month to close. ISG has meet with Tammen Oil and Ace to address any specific questions regarding the project. A meeting for next week (7/2 or 7/3) is being scheduled to meet with Grocotts, Dairy Queen, Buss CPA, and Doc Nik's as well. Our bond resolution has been published, and we submitted our REED Loan application this past week. Additional landowner meetings are planned. We continue to meet with landowners and address any questions or concerns. We will close on our bond loan this fall, and our REED Loan has been approved by the COOP board with approval of the agreement on the agenda. We continue to meet with property owners. We met with the manager of AmericInn on Wednesday and are working to set up a meeting with Jeff Harms from the Coffee Cup. Plans have been submitted to the state to prepare for

bid letting this winter. I have emailed the DOT to get status update on the Exit 387 bridge project. They were to bid for the steel beams this month and the rest of the project in January or February. Once I hear back from them, I'll pass along the update. I talked with the DOT this week. The state is still working to secure ROW from one property owner. If they get the property secured shortly, they plan to bid for the project on 2/19. If they need to condemn the property, it will be bid on 3/5. I have indicated that the city wants to bid asap in order to secure better pricing and be within budget. The DOT has confirmed that they plan to bid on this project on 3/5. ISG and staff plan to hold a meeting with property owners to provide a project update on Tuesday, 2/4 at 1pm. DOT is bidding the project and bid opening is planned for 3/5. Staff has provided an update in the packet regarding the lighting, Community Access Grant, and REED Loan. Bid opening is now planned for March 12<sup>th</sup> (this was pushed back a week due to some advertising issues) but the award date by the commission is still the same date of March 13<sup>th</sup> so it will not delay the project. The DOT is cautiously optimistic, so we are hoping for good bid numbers. Bids were received this week and came in lower than expected, resulting in significant cost savings to the city. The low bid was from D&G Concrete Construction, Inc. Awarding the bid and discussion on a revised funding scenario is on the agenda. The contract has been signed by D&G and the city and sent to the state for processing. A pre-construction meeting for this project is planned for 4/9. After the pre-construction meeting, we plan to meet with the adjoining property owners to give them an update on the project and construction schedule. We are also having ISG send out a courtesy letter to all the residents within this area (south of Mickelson) regarding the upcoming project – a copy of this letter is in the packet for your reference. Those letters are being sent out this week. ISG will also provide a link on the city's website for updates throughout the project. The preconstruction meeting with the contractor was held last Wednesday, 4/9. The project is set to begin on Monday, 4/14 – contractor has indicated that they will start with traffic control measures and then work by Mickelson Road. The city has project information, with a link to the project update page supported by ISG, on our website, Facebook page, mass notification system, and marquee board. We will also include this link in the next newsletter. There will be weekly update meetings between the contractor, engineers, city and DOT every Tuesday morning beginning on 4/22. We also have a meeting scheduled with the adjoining property owners for Thursday, 4/17 – this will be at city hall at 1pm if anyone from the council wants to attend. The project update link is on the city's website for the public to access. We are conducting weekly meetings with the general contractor, state, engineers and city staff. Phase one has been underway for a couple of weeks with the closure of the intersection of Mickelson Road and Western Ave. The detour route was busy the first few days but we have been re-routing truck traffic and we are monitoring activity with the aid of the sheriff's department. The general tells us that we should be able to open up this intersection by June 1<sup>st</sup>. This closure is an inconvenience, but it will speed up the project and provide a cost savings for the city and our taxpayers. All-in-all the work is progressing at a good pace with no major issues encountered. Phase 1 water main and sanitary sewer has been completed. Storm sewer is underway, along with the construction of the storm boxes. Once the storm sewer piping is done, they will begin placing fill and widening the roadway. We are having weekly meetings with the contractor and so far, the city's portion of the project is on schedule. We have received a few complaints about traffic not stopping at the stop signs at Cressman Trail & Opal Lane – flags and white markings have been placed to draw attention. Utilities installation, along with the construction of storm inlets and junction boxes has been completed. Topsoil stripping, roadway shaping, and subgrade compaction is planned for the coming week. Paving is anticipated for the 2<sup>nd</sup> week of June. Obviously, we had some setbacks in workdays due to the rains, but if the contractor can keep working the second phase should begin in early July. All utilities for phase 1 are done and the roadwork has begun. They are shaping it, placing aggregate base, and placing geotextile fabric. Curb work is also being done. We were hoping to have phase 1 done by July 4<sup>th</sup> but it may be a week or so after – all contingent on the weather. Curb and gutter, fillets, and turn lanes have been poured. Mainline paving is anticipated around July 4<sup>th</sup>. Once the pavement cures, the intersection of Western & Mickelson will be reopened and phase 2 will begin. Phase 1 street and utilities have been completed and the Western & Mickelson intersection is now reopened. Phase 2, which is between Opal Lane & Diamond Trail has begun with street removal. The detour for phase 2 will be along W Opal to Ruud Lane to Diamond Trail. All businesses along Western Ave between Opal Lane and Diamond Trail will have access via alternate routes. We are staying in close contact with the businesses and they have received communication last week and this week directly from the city/ISG. Weather depending, this phase should take approximately 5 weeks. Due to the rains phase 2 is about a little behind but storm sewer, sanitary sewer and water mains have been installed. Junction boxes and inlets are still being worked on. Additional signage has been added to allow wayfinding signs to the various businesses. Opal Lane going east should be re-opened later next week. Utilities for phase 2 have been installed and roadway shaping has begun. We anticipate paving to start next week, depending on the weather. We continue to keep the business owners updates and hope to have

phase 2 open in a couple of weeks. Phase 3 will be the construction of the intersection at Diamond Trail and Western Ave and will be done in phases. The stabilizing rock base has been completed, along with curb and gutter. We anticipate mainline paving for phase 2 next week. Phase 3, which is the intersection of Diamond Trail & Western will be completed in sections and is anticipated to begin mid-September. The driving lanes for Phase 2 are now open. Constructors are now working on the west ½ of Diamond Trail & Western Ave – once completed traffic will be moved and the east ½ will start. Barring any delays, the contractor thought the main roadway should be completed by the end of the month. The 4<sup>th</sup> and final phase of this project is estimated to begin on 10/6. It will be the construction and paving of the east ½ of Diamond Trail & Western. We hope to have completion by the end of October or early November. Sidewalks, trails and seeding will be done as time allows. At the progress meeting this past week the contractor indicated that the intersection of Diamond Trail & Western will be open by the end of the week – as of today (Friday), Western Ave is completely open and just Diamond Trail going east is not open yet. Traffic has been switched to the new bridge and demo of the old bridge is planned for overnight Friday (8pm-6am) and Saturday. Contractor continues to work on sidewalks/dirt work/and seeding as time allows. The city's part of the project is close to completion. A walk-through was conducted on 10/23 with ISG and city staff. A punch list of items to complete has been provided to the contractor that generally include site cleanup, topsoil and seeding, replacement of cracked sidewalk panels, rip rap at the storm outlet and installation of signage. We expect most of the items to be completed this year but some items, such as seeding, may go into next spring. The contractor continues to work on punch list items, which are about 75% complete. Punch list items should be completed this year except for seeding and some pavement marking. Closing on the REED Loan for this project is set for Tuesday 12/16. **On Monday, December 29<sup>th</sup>, I received a letter from the SD DOT saying that the city was awarded \$600,000 in Community Access Funds. The city applied for this grant earlier this year for our Western Ave project. This is an 80/20 grant so the city will be receiving \$480,000 in grant funds from the state. I will be coordinating with the state to get all the necessary paperwork in place.**

WRRE – Work continues on this project. The City council approved a contract with Rice Lake – the contract has been executed. Grading work continues at the site. The groundbreaking was a great success. Dirt work for the road and facility is underway, along with utilities. ISG has been reviewing shop drawings and bi-weekly construction meetings are being planned. We are still working on finalizing easement documents with Assam and Tyler. A progress meeting was held with the engineers, staff and contractors on Wednesday, 1/10. The weather is starting to slow things down. Rice Lake will continue to work on the Aeromod structure, but utility work will probably cease until spring. Equipment and materials will be moved to city ground (yard waste site) for winter storage. At our construction meeting on Wednesday, Rice Lake indicated that they have 8 walls poured out of 46 total – so they have about 17% completed. This process will take 2-3 months, depending on the weather. The lid for the lift station will be placed once the site dries out and work can be done. At this point, Rice Lake is continuing to pour the walls for the Aeromod structure and Siteworks has begun work again on the pipe this past week. The outside walls of the Aeromod structure have been completed and the crews are back filling the structure. Work will start on the operations building next. The gravity main will start as well – when the main crosses Mickelson Road, we will need to shut down the road for a few days. We plan to get the message out about this road closure 2 or 3 weeks prior. We will put on the city's website, Facebook page, marquee, alert system, and place signage along the road. A tour will be planned for June as discussed at our previous meeting. We had a construction progress meeting this last Wednesday (4/10). The Aeromod walls are approximately 65% complete. Parts for the Aeromod are now being delivered. The contractor has begun footing work for the operations building. All soil compaction tests have been good. Work also continues on the lift station and collection line – we are still looking at needing to close Mickelson Road towards the end of May/beginning of June. We have noticed some water retention issues along Highway 38 – we are working to correct. Coordination for electrical, gas, and water service is being done. No big changes for this project. Work continues on the Aeromod, lift station, and operations building. We talked of having a tour of the project on either 6/18 or 7/16 – I believe 6/18 would work best for the majority of the council. I will contact Rice Lake and coordinate this. A tour of the facility has been scheduled for June 18<sup>th</sup> at 5:30 – a calendar invite has been sent to the city council, P&Z, and HADF Board. Please respond at your earliest convenience so I can send a head count to Rice Lake. Work continues on the operations building. Siteworks plans to be on location again in late July or early August to install the gravity main cross Mickelson. Work continues to be on schedule. Work on the UV system, plumbing and electrical are being completed. Siteworks also plans to be back on site this month to complete the gravity main. Work continues on this project, with plans for Siteworks to come next month to complete the pipework on the gravity main. At our last construction update meeting, ISG and Rice

Lake had suggested using some of the city's contingency funds for suggested improvements. The city does have \$409,006.28 in contingency funds available through our Rice Lake contract and the suggested expenditures are:

- Mickelson Alignment changes due to S103 (conveyance alignment adjustments made by ISG on Assam Property) \$40,315.12
- ½" 304SS Embed plates for protection floor from dumpsters \$10,522.00
- Rough cost of 8'x8 precast splitter type structure \$19,250.00
- Explosion proof garage door opener for screening room \$ 3,495.00

These changes were discussed with staff and staff believe these would be worth the expense. We will discuss them more in detail at our meeting to ensure the council is okay with the changes. Work continues on this project – UV system, electrical, plumbing, and concrete. Siteworks is planning to be back on site mid-September to complete the gravity main. Work progresses on the Aeromod plant, UV system and operations building. Siteworks has now indicated that they will be back on site at the end of September to complete the gravity flow main. During our last update meeting with Rice Lake, it was suggested to use some contingency funds to place an extra value in the piping right before entering the building for a cleanout and possible future connection for regionalization. Rice Lake is working on a cost for this change, and it will be presented to the council for discussion at our next meeting. Work continues on the Aeromod structure and operations building. Utilities (electric, gas, water and cable) are starting to be placed. Siteworks is back and is starting to place the remaining gravity main. Mickelson Road at Hwy 38 will be closed tentatively from 9/30 to 10/18. Siteworks is completing the gravity main, and work continues on the Aeromod and operations building. Our contractor is completing pipe installation and clarifier work on the Aeromod, electrical work and driveway work is being done at the lift station, and the concrete floor has been completed at the operations building – framing and door installation are being done this week. The collection system is complete. Still working with MCWC on connection of water line. The piping is done, and work continues on the Aeromod, UV system, and Operations building. The lift station is complete with the transformer and generator still to be installed. Work also continues on the Aeromod and Operations building structure. The UV structure has been completed and backfilled. The piping has been completed as well. Work continues on the Aeromod equipment and operations building. Staff will be working with Rice Lake and ISG on a plant start up plan. No significant updates – construction continues pipe installation on the Aeromod. The electrical at the lift station is done. The collection system just has some minor cleanup/tie-in work that will be completed this spring. Work continues on the operations building with piping, mechanical, electrical and plumbing – drywall is nearly completed. Work will slow down over the winter months but start up again in the spring. Work continues on the plant and operations building, along with equipment installation. Staff is working with ISG to formulate a job description for an operator. We will also start working on a “start up” plan for the plant. Work continues on the Aeromod and operations building. We have received approval from the DOT to run our water service line in their ROW. I have drafted a job description for the new operator and plan to present it to the council at your next meeting on 2/18. Piping is still being installed in the Aeromod, and work continues on the operations building. We continue to work with MCWC and Goldenwest to get services to the site. Rice Lake did indicate that they do not plan to work the week of the 16<sup>th</sup> due to the predicted low temperatures. A preliminary “start-up” schedule was provided at our last meeting – currently the plan is to begin filling the plant with seed materials after Memorial Day, training on the system is set for June, and the goal is to be making clean water by the end of July (all subject to change). I have provided a job description in the packet for the council to review for the new operator. We are advertising for an operator - so far, we have 5 applications. Piping is still being placed in the Aeromod, electrical and plumbing work continue at the operations building, and work on the cascade/UV structure continues. Electrical for the transformer and generator is currently being completed. We continue to coordinate with MCWC and Goldenwest for placement of services. Craig has been coordinating with the City of Sioux Falls to get the activated sludge needed for the startup – which is planned this summer. Piping for the Aeromod and construction on the operations building continues. Equipment is being installed as it is received. A planned start up for testing with clean water is anticipated for May. Work continues on the operation building, Aeromod, and collection system. Painting will begin next week. A clean water start-up is still being planned for May. Aeromod pipe & equipment installation has been completed for the east side or Train A. Construction has now started on the west side. All major equipment has been delivery. Work on the operations building continues with painting, electrical work, plumbing, and mechanical work. Plant startup is still on track for May – start up will be a 3-5 month process. Construction on Train B within the Aeromod has started. An inspector with Aeromod was on site and had a positive review. We have discharged approximately 2' of water into the Aeromod for further testing. Much of the piping, UV structure, and sanitary truck line has been completed or is close to completion. Work in the operations building is

going well with the painting of the lab and office space and ceiling grid. A planned test for the lift station pumps was postponed from this week. We continue to advertise and accept applications for an operator – Craig and I plan to review applications already submitted this week. All is going very well for the WWTF plant, some testing has been done and all is working well. We received permission to discharge lagoon water to use with the start-up and we will be the starter bugs from Sioux Falls. Craig and I have initial interviews scheduled for next week with 3 applicants for the new position. Testing within the Aeromod basin, conveyance system, and re-use water system has started. Installation of the cascade aerator, finger weirs, and re-use pump at the UV structure is complete. Work continues on the Ops building with process piping, plumbing and electrical installation. Clean water testing of the Aeromod is underway. UV equipment, sludge and decant pump install are also slated for the next few weeks. Plant startup is in the process, we will be getting starter sludge from SF. Testing is still being done on the system and equipment. We are still planning and getting seed from Sioux Falls within the next few weeks. Mayor Jones is working on coordination of a ribbon cutting – this will probably be held in October once everything is up and running smoothly. Testing on the Aeromod, conveyance system and reuse water system has begun. Installation of the cascade aerator, finger weirs, and reuse pump at the UV structure is complete. Work continues inside the building's operations with process piping, plumbing and electrical. Clean water testing is also being conducted. We are preparing for biological start-up next month. The operation building is getting close to done, the paving of the access road is being completed, the Aeromod is substantially complete and clean water testing has been done and the lift station is substantially completed. The disturbed areas on the collection system have been seeded and mulched. Seed sludge from Sioux Falls will be hauled the week of 7/21 and we will discharge from our lagoons to help activate. A ribbon cutting will be planned once the plant is up and running – possibly October. Work continues inside the operations building. Clean water testing has been done and we started pumping wastewater from our lagoons and seed from Sioux Falls last week. The plant has been treating the wastewater and we started discharging earlier this week. We have been processing wastewater since July 21<sup>st</sup> and all is going well. There is still some final work that needs to be done in the operations building and outside cleanup. Finishing work continues at the plat and operations building, along with site work, fencing and seeding. ISG and staff will be conducting a preliminary walk-through in September to complete a punch list for the contractor. Processing our wastewater is still going well. Still working on finalizing everything. Wastewater processing is still going very well. We will begin training our new operator this next week. Since the plant is operational, we have substantial completion. Rachel with ISG has sent a letter to the state confirming Hartford's completion on our compliance schedule. Work will now consist of finish work such as counters and cabinets and punch list items. The ribbon cutting was held on Friday, 10/3 and we had a great turnout (approximately 80 people). Thanks to Rice Lake, ISG, SMGA, and the Chamber for a successful event! We have substantial completion and the plant is in operation. We continue to work with ISG and Rice Lake on equipment startups, updates to the SCADA system, and testing. Again, all is working well so far. All is going well with the plant and our new operator. Testing of the sludge press system is contingent on sludge production and may not happen for a few weeks. Rice Lake also continues to complete minor punch list items and we continue to work on updates to our SCADA systems, which monitors the plant, to ensure optimum efficiency. Contractor is still working on minor punch list items, this punch list is about 50% complete. Still waiting for cabinets but anticipated delivery is 12/9, with installation that week. ISG and staff continue to monitor and test the system – adjustments are implemented where needed. The contractor is still working on punchlist items. Installation of cabinets is expected next week. We have ordered quite a few supplies this month to equip the facility such as chairs, tables, monitors, washer, dryer, refrigerator, blinds, rugs, tools, cleaning supplies, etc. A camera system has also been ordered for security purposes. **Staff continue to work on identifying punchlist items, SCADA operation, and procedures. We finally received the counter tops for the building on Friday but are still waiting on cabinets.**

- Transportation Alternative Grant: Now that the grant agreement has been signed and sent to the state, I'm expecting a notice to proceed. This will allow ISG to start surveying and design work. Our hope is to have the design done by summer and installation done this fall still. The state has our signed agreement but we have not received any notice to proceed yet. Received word this week that all paperwork has been executed, the state will be in contact with ISG to get a work order established. ISG is still working with the state on a work order to begin design and construction. Still no notice to proceed from the state. With the late timing, this project is now being planned for the spring of 2026 – this will give ISG time to design over the fall and winter. We are still anticipating SD DOT approval and bidding this winter. The states has finally provided a work order to ISG to begin design for this project. Still hoping for design and bid this winter, with construction starting in the spring.

- Kelly Ave Drainage Study: This study will review existing conditions and various drainage improvements will be evaluated in regard to their effectiveness, cost, and feasibility. This will help the city vet any future project in this area. ISG has begun survey work and gathered information from residents to aid in this study. ISG will provide an update at our meeting on 7/15. A final report on the drainage study is expected early September for council review – hopefully by the city’s 9/16 meeting. The final report will be presented to the council at our meeting. This report was reviewed by the city on 10/16 – the council will revisit the various options over the next few weeks. I’m anticipating putting this on a council agenda after the 1<sup>st</sup> of the year.
- City Wide Water Model: The city council has approved ISG to conduct a water model for the city. This model will evaluate the city’s water distribution system and aid in the development planning as the city grows. ISG is working with AE2S to begin analysis of the city’s water system. City has provided data on past water usage for their review, along with testing results. Existing condition model has been completed and will be reviewed by ISG, AE2S, and staff at a future meeting. The team will then work on possible improvements to our existing system and future areas. A meeting with AE2S, ISG, and staff was held on Thursday, 10/16 to review existing conditions and review some future suggestions. It was noted that our existing system is running well and there is nothing that needs immediate attention or correction. As the city grows, the report will address future considerations, such as line upsizing and a second water tower. I believe a final report is anticipated for end of November. A meeting is being scheduled for next week to review draft report with staff, with presentation to the city council to follow. ISG plans to provide a brief update on the report findings at our council meeting on 12/16, with a final report expected in January.
- Other Projects –
  - ISG continues to work with Knapp’s Landing and the Assam development to complete their punch list.

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- **Snow Removal**: The city has received an application for part-time snow removal. The application is being evaluated at this time.
- **Wage Study Update**: I received word this week from the Weston Group that our wage study is about 92% completed. They are still confirming some data but hope to get it to us within a week or two.
- **Cybersecurity Assessment**: The city’s cybersecurity assessment with DSU is scheduled for February. I continue to work with DSU and Homeland Security to get all necessary paperwork completed.
- **Windsor TIF**: We received a pre-classification from the state on the Windsor TIF for Economic Development. With this in hand, we are able to move forward with the TIF. The P&Z Board has approved the TIF plan, which will now come to the city council for final approval. The council will also need to approve the development agreement for the TIF. This agreement was submitted to the city and is being worked on by staff, the city attorney, and the attorney for the developer. We are hoping to have a final agreement for the council to review and consider at your next meeting in January. Once the council gives final approval for the TIF Plan and Development Agreement, the TIF has officially been established.
- **Lagoon Remediation**: As you know, the city’s lagoon will need to be drained and remediated. The city has been discharging this last month and continues to do so as long as we meet our permit requirements. Before the sludge can be cleaned out and lagoons filled in, the city needs to do a phase 1 & 2 environmental on the property. We have received a Brownfields Grant for the environmental and have started the paperwork this process. I just received the report for phase 1 of the environmental – we now will move on to phase 2, which entails some sampling.
- **Safe Street & Roads Grant**: Back in 2024, the city agreed to partner with SECOG to develop a regional safety action plan. Part of this plan would be to develop a holistic, well-defined strategy to prevent roadway fatalities and serious injuries in a locality or region. The plan would include a study of the region, including Hartford, and identify projects that can promote traffic safety. Some things that the grant can identify would be upgrades in turning lanes, striping, shoulders, crosswalks, signage, sidewalks, lighting, etc. If areas in Hartford show a need for added safety, this study will be a tool to assist in securing funding for projects. In early 2025, the funding for this grant was put on hold by the government shutdown but it now has been approved to move forward. The first meeting for this plan was held on Dec 22<sup>nd</sup>. The plan is being titled Safe Street for All (SS4A). Houston Engineering has been selected to lead the study, with consultants from Alta (safety analysis) and Felsburg, Holt & Ullevig. The timeline for the study is

approximately 6 months, with a final report anticipated in June. There will be a lot of community and public input on this plan with several future meetings planned. This first meeting mainly went over introductions, the purpose of the plan, the timeline, the tasks that's need to be accomplished, and a logo was selected. A future website is being designed for additional information for all. The study advisory team (which I am a part of representing Hartford), will be meeting once a month going forward.

- **Dakota Mainstem Update:** The Board for Dakota Mainstem held a meeting on December 19<sup>th</sup>. The main purpose of this meeting is to review a draft of the appraisal study conducted by HDR. The appraisal studies basically gives a report on the foundational question of “Is there enough need here to justify a closer look”. The appraisal study provides a high-level analysis of the need for a future regional water project in eastern South Dakota. The final draft of this study will be submitted to the Bureau of Reclamation (BOR) to they can determine if we can advance to a more in-depth feasibility study. The study evaluates the long-term water supply and needs for the DMS 55 member entities. The study projects that this area will need approximately 194mgd by 2027, which will exceed the current water supply. The study also provides a high-level evaluation of possible source points such as Yankton, Lake Oahe, Chamberlain, Fort Randall, etc. The plan shows a phase approach to a future water project calculated by needs and geography. Hartford is shown to be part of the 2<sup>nd</sup> phase of the project – with the study showing a need for extra water by 2050. You can visit their website at <https://www.dakotamainstem.com/>
- **Sioux Valley Increases:** As many of you know, Sioux Valley has implemented price increases for 2026. These increases affect all accounts residential and commercial/large power and general services. Basically, the increase in rates is a result of increase from their current supplier. This increase is from an overall increase in demand and suppliers are having to pull from more energy sources or add additional infrastructure. Jay Buchholz with Sioux Valley was kind enough to sit down with me on Tuesday to just go over these changes and how they would affect the city's accounts. All city accounts are general service accounts, with the exception of our new WWTF, which is a large power user account. The rate on general service accounts went from \$.1125/kWh to \$.1281/kWh and the rate for large power user accounts went from \$.0411/kWh to \$.0442/kWh, along with an increase in the damage charge from \$17.50/kW to \$19.50/kW. Overall, the city will see an average of 10% increase on all our account for 2026 – Jay indicated that an 8-10% increase may go into 2027 as well, but that is undetermined yet. Another increase we will see is in our per street light charge – currently, the city pays approximately \$6,000 per month on our streetlights but this will increase about \$1,000 per month. Each year the city always figures an increase in all utility expenses but increases usually run between 3%-5% - this will be a larger increase than anticipated and will affect the budget. I just wanted to give the council a heads up.  
Note - kWh is kilowatt per hour and KW is kilowatt.

Call if you have any questions 605-528-6187 or 605-906-1750.



## Agenda Item Staff Report

**DATE:** January 6, 2026

**AGENDA ITEM:** Discussion Regarding Gateway Hartford, Inc.

**PREPARED BY:** Teresa Sidel, City Administrator

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**Staff Recommendation:** See Below

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**Background/Summary:**

The city has been working on setting up a Special Project Entity (SPE) to assist with our lagoon remediation and re-purposing this land for future development. This SPE is known as Gateway Hartford, Inc. This entity will be able to apply for grant funding to remediate our lagoons and help with future land transfer as needed. In order to secure grant funding for remediation the following items will need to be discussed:

1. A city representative will need to be appointed to the Board of Gateway Hartford, Inc.
2. Funds will need to be provided to Gateway Hartford Inc. in order to pay application fees, professional service fees, etc.
3. The lagoon land will need to be transferred to this entity as required by the grant.

**Prior Council/Board Action:**

None

**Possible Action:**

Possible action will depend on discussion from the council.

**Fiscal Impact:**

If the land or any funds are transferred to Gateway Hartford this would be an expense to the city. Both would a cost to the city and would have to be paid out of our general fund.

**Attachments:**

None



## Agenda Item Staff Report

**DATE:** January 6, 2026

**AGENDA ITEM:** Review/Approve Contract with TetonRidge

**PREPARED BY:** Teresa Sidel, City Administrator

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**Staff Recommendation:** Approve Contract with TetonRidge

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**Background/Summary:**

Enclosed in your packet is a proposed contract from TetonRidge. The contract is for consulting services to support lagoon remediation through Gateway Hartford, Inc., support the city with any special project needs, and engage state and federal stakeholders to help with economic development outcomes.

The term of the contract is for one year and expires on 12/31/26. Early termination is allowed with a 30-day written notice. The contract rate for these services is \$270 per hour up to \$11,600.

**Prior Council/Board Action:**

6-3-25 – City Council approve contract with TetonRidge to help facilitate work with SPE (this contract has since been completed)

**Possible Action:**

- Approve Contract as presented
- Approve Contract with amendments
- Do not approve Contract

**Fiscal Impact:**

The cost of this service is not in the city's 2026 budget so it will need to be paid with reserve funds.

**Attachments:**

- Proposed Contract as submitted by TetonRidge



**STATEMENT OF WORK #2  
CONSULTING SERVICES AGREEMENT BETWEEN  
CITY OF HARTFORD (“CLIENT”) AND TETONRIDGE CONSULTING, LLC (“CONSULTANT”)  
GENERAL PROJECT ADVISOR**

**I. STATEMENT OF WORK**

This document comprises Statement of Work #2 (“Statement of Work”), effective as of January 1, 2026 (“Effective Date”) under the Consulting Services Agreement (the “Agreement”) made as of June 4, 2025 between Consultant and Client.

This Statement of Work establishes the working boundaries for the engagement, subject to the terms and conditions of the Agreement entered into by the Parties. This Statement of Work shall incorporate the terms of the Agreement by reference, and is an addendum to, and governed by, the Agreement.

The Parties agree that executing this Statement of Work is necessary to commit the Client to compensate Consultant for work referenced herein and to commit Consultant to perform the work according to its written description, for an amount not to exceed the compensation provided in the Statement of Work.

**II. ENGAGEMENT INFORMATION**

- **Term/Termination:** The Statement of Work shall begin January 1, 2026 and shall terminate no later than December 31, 2026, unless otherwise agreed to in writing by the Parties. This Statement of Work may be terminated with 30 (thirty) days written notice by either party and for any reason.
- **Expenses:** No extraordinary Consultant expenses shall be reimbursed unless they are pre-approved by Client in writing.
- **Compensation:** Consultant will perform services as provided in this Statement of Work. Client shall pay Consultant under the terms provided in the Agreement. Consultant shall be paid an hourly rate of \$270 per hour up to \$11,600.
- **Acceptance:** Any services, items, and/or deliverables which the Consultant must deliver to Client, as noted in the Statement of Work, shall be delivered to the Client. Client shall have the right to object to any services, items, and/or deliverables that do not meet the Client’s standards, and at Client request, Consultant shall re-perform at no additional cost to Client.



- Change in Scope: If Parties determine a change in scope of the Statement of Work is necessary, Parties shall revise this Statement of Work in an amendment executed by both Parties. Consultant shall not be authorized to do any work and Client shall not be obligated to pay any costs unless the revised statement of work has been authorized by Client.
- Client Responsibilities: Client shall provide Consultant with reasonable access to information required by Consultant that is necessary to fulfill Consultant's requirements under the Agreement, including reasonable access to key project partners and authorized Client decision makers as needed to fulfill Consultant's requirements under the Agreement. Client agrees to work with Consultant in good faith to make definitive project related decisions in a timely manner which will impact project deadlines and goals.

### III. SCOPE OF SERVICES

The purpose of this engagement is for the Consultant to provide Client with Consultant's experience and expertise as set forth below. Consultant agrees to work with Client in good faith to meet project deadlines and goals in providing services in relation to the tasks below.

- Provide land transaction and brownfield application support to facilitate the Gateway Hartford project.
- Provide state and federal stakeholder engagement support as needed to help facilitate select economic development outcomes.
- Provide special project support as needed (i.e. funding strategies) to help facilitate select economic development outcomes.



#### IV. ACKNOWLEDGEMENT

The signatures below indicate review and agreement of the terms set forth in this Statement of Work as of the Effective Date. The Statement of Work may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same agreement.

##### **City of Hartford**

By:

Print Name:

Title:

Date:

##### **TetonRidge Consulting, LLC**

By: *Steve Watson*

Print Name: Steve Watson

Title: Managing Partner

Date: 12/31/25