

HARTFORD PARK AND RECREATION BOARD AGENDA

Monday, February 23, 2026

6:30PM – HARTFORD CITY HALL

ROLL CALL

- Tim Weber - President
- Wendy Kuehl – Vice President
- Frank Blaine - Secretary
- Chad Morrison
- Duncan Woodhull
- City Council Representative – Keith Carlson
- City Employee Representative – Craig Wagner

1) APPROVAL OF THE AGENDA

2) APPROVAL OF PREVIOUS MINUTES - From January 26,2026

3) PRESENTATION OF APPOINTMENT CERTIFICATE – Chad Morrison

4) PUBLIC COMMENTS

- a. Public Input of Non-Agenda Items – Comments limited to 5 minutes per speaker
*Action cannot be taken on items discussed unless specifically listed elsewhere on the agenda

5) REPORTS

- a. Updates from Council & Staff Members on non-agenda items

6) OLD BUSINESS

a. Swenson Park

- Concession Stand Discussion
- Maintenance Fee for field usage Discussion
- Advertisement Agreement Update

b. 2026 Budget Items

- Review of 2026 Budget
 - *Lyons Park
 - Playground System for younger kids
 - Pickleball Court
 - Pickleball Practice Board
 - Ag-Lime for Field A
 - *Swenson Park
 - New Entrance Sign
 - Shade Structures & Bleachers
 - 2 score boards
 - Netting between Black Tie and Soccer Fields
 - *Turtle Creek Park
 - Concrete Tee Pads for Disc Course
- *Possible Additions with unallocated funds

C. Review 1-5 Parks Capital Improvement Plan

- Review/Update 1-5 Year CIP
 - *Review Park Master Plan for future planning and development of our 1-5 year park CIP
 - *Discuss possible grant application submission for Trail to Swenson Park

7) NEW BUSINESS

- a. Review Chamber Application for Economic Development Funds
- b. Discuss Special Meeting with Gateway Hartford Inc
- c. Discuss Possible Ideas for America's 250th

8) OTHER ITEMS

- a. Review Agenda Items for March Meeting

9) ADJOURNEMENT – Next Meeting March 23, 2026

HARTFORD PARK AND RECREATION BOARD-REGULAR MEETING MINUTES
January 26th, 2026

Park & Recreation Board Meeting called to order:

- **By:** Tim Weber – President
- **Time:** 6:30 PM
- **Location:** Hartford City Hall

ROLL CALL

Board:

- Tim Weber – President
- Wendy Kuehl – Vice President
- Frank Blaine - Secretary
- Duncan Woodhull - Absent with Notice
- Open Position
- Keith Carlson - City Council Representative
- Craig Wagner – City Employee Representative

Others:

- Teresa Sidel – Absent with Notice

1) APPROVAL OF AGENDA

Motion was made to approve the agenda as set:

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

2) APPROVAL OF PREVIOUS MINUTES

Motion: A motion was made to approve Minutes from the December 22nd, 2025, meeting:

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

3) PUBLIC COMMENTS

None

4) Reports

- Pickleball Bathroom is ready for plumbing and electrical contractors to begin work.
- City Council will take up appointing Chad Morrison to the open Park and Recreation Board
- Other reports will follow with the agenda items.

5) OLD BUSINESS

a) Swenson Park –

i) Concession Stand Discussion:

- (1) Dave from Humboldt Bar has expressed interest in running the Concession Stand.
- (2) Approach Softball Association to operate and provide workers for Concession Stand as backup.

ii) Charging for Maintenance of fields: The Board will focus on advertising signage to assist in covering some of the costs of maintenance. Will also discuss ways of decreasing maintenance costs (i.e. robot mowers)

iii) Business Advertising via Signage:

- (1) Woodhull continues contact with local businesses concerning advertising, will approach more businesses to approach.
- (2) New contracts will commence for the March 2026.

b) 2026 Budget Items –

i) Lyons Park

- (1) **Playground System for younger kids.** Material to arrive in Spring.
- (2) **Pickleball Court.** Working on pricing. Will add an additional pair of courts.
- (3) **Pickleball Practice Board.** This will be included in the construction of the new pair of courts.
- (4) **Ag-Lime for Field A.** Will proceed with work in early Spring.

ii) Swenson Park

- (1) **New Entrance Sign.** Reviewed Sign Options. **Motion** made to select Option B as the sign to be installed by Weber. Second by Kuehl. Motion passed unanimously.
- (2) **Swenson Park Bleachers and Shade Structures:** Planning and bid preparation continues.
- (3) **2 Score Boards.** No update.
- (4) **Netting between Black Tie and Soccer Fields.** No Update.

iii) Turtle Creek Park

- (1) Concrete Tee Pads for Disc Course

iv) Possible Additions with unallocated Funds.

- (1) **Lyons Park Shelters.** Shelters 1-3 could use some repair including installation of metal roofs. Respectively estimated costs are \$3,600, \$2,300, and \$2,300.

Motion: Request release of 2026 Funds (\$300,000) from the City Council to proceed with project material procurement and bids. Motion: Weber Second: Blaine – All voted yes.

Kuehl suggested having the City Facebook/Social Media managers post an update on the 2026 Park and Recreation Projects including a picture of the new Playground System to be installed

c) Review 1-5 Year Capital Improvement Plan:

- i) **Basketball Court Improvement:** Wagner estimates \$46,000 to improve/replace court. Looking at various sizes and possible inclusion of soccer goals.

6) NEW BUSINESS

a) Election of 2026 Officers:

- i) President** – Blaine nominated Weber to remain as President. Kuehl made the motion to elect Weber as President. Seconded by Blaine. All voted yes.
- ii) Vice President** – Motion by Blaine to elect Kuehl, Seconded by Weber. All voted yes.
- iii) Secretary** – Weber appointed Blaine to remain as Secretary. Motion by Weber to accept appointment, Seconded by Kuehl. All voted yes.

7) Other Items

a) Agenda Items for Next Meeting

- (1) Discuss possible grants to fund Trail to Swenson Park. Sidel provided a list of possible grants.

8) ADJORNMENT

Motion: A motion was made to adjourn the meeting.

Motion was made by: Kuehl

Seconded by: Blaine

Time of Motion: 7:33 pm

All voted yes, motion carried.

- a) Next Meeting** – February 23rd, 2026

MEETING CERTIFICATION

I, Frank Blaine, Secretary, do hereby certify that the above and foregoing are a true and correct copy of the minutes which are on file at Hartford City Hall.

02/23/26

**Park & Recreation Board
City Administrator/ Report**

Old Business

- **Swenson Park:**
 - **Concession Stand Update:**
 - I met with Dave Dershen with the Main Steet Humboldt Bar. We discussed operation of the concession stand for 2026. It was a good meeting and I believe he will operate our stand for as many games as possible for 2026. He has experience with concession stand operations and he has available staff. He did ask for exclusivity for all games and tournaments and asked the city to provide the building and utilize this first year at no charge to see how sales go. I provided what game information we have at this point but will touch base again with him in March to verify that he will commit to operation of our concession stand in 2026.
 - **Maintenance Fee for Field Usage (no update):**
 - The board has discussed possibly charging a maintenance fee to the various associations for use of the fields for practices, games and tournaments. Maintenance is a large expense from mowing, striping, aglime, water, etc – approximately \$36k last year (figures from last year enclosed). In general, each association did not oppose some sort of maintenance fee, as long as it is reasonable. We still don't believe Dakota Alliance will pay any fee so this will need further discussion. The Board asked the staff to provide an estimate on the number of players that utilize the field. Please see enclosed information for further discussion. At the Board's September meeting, some discussion was held on utilizing sponsorship funds to help with maintenance.
 - **Advertising Agreements (no update):**
 - We have several lease agreements thanks to Duncan's salesmanship. I have provided a list of those that have committed so far. I am currently working with each lease holder and Checkered GrafX to get mockups for a banner or scoreboard sign.
- **2025 Budget Items:**
 - In the Packet is a breakdown of funds budgeted to the Park & Recreation Board for park improvements for 2026.
 - **Lyons Park**
 - ❖ Playground System for younger kids: A system for 2-5 year olds has been order and a down payment placed. We expect delivery this spring.
 - ❖ Pickleball Court: Funds have been budgeted to erect 2 more or 1 double court this year. The Board may want to have discussion on trying to secure sponsorship again for these courts. There was some discussion by the city council about using post tension concrete to help eliminate cracking. Our engineers provided a cost estimate on this and the cost significantly rises. Instead of our estimate of \$70,000 for a double court – the cost is estimated at \$125,000 for one court. Craig took a look at the courts and there are some small hair-lined cracks at the saw cuts but he was going to check if there is anything we can do such as sealing to prevent future cracks.
 - ❖ Pickleball Practice Board: The city did receive a small donation for this so it was included in our 2026 budget. We will need to decide what we want to erect and where.
 - ❖ Ag-Lime for Field A: Once the weather gets warmer, the public works department will work on Field A.
 - **Swenson Park**
 - ❖ New Entrance Sign: I did receive an updated quote for a new entrance sign to mimic the city's welcome signs and the Board decided to go with Option B. I did place the order for the new sign since production time is 8-10 weeks. As indicated previously, the Swenson Family said that they may put funds towards a new sign for the park. I did reach out to the family with the price quote and rendering of the sign. They stated that they were impressed with the sign selection and the city's commitment to improving and maintaining the park.

But, they also said that since the city already has budget funds for the sign, they decided not to donate.

- ❖ Shade Structure & Bleacher: These would be for the ball fields.
 - ❖ Netting between Black tie and the soccer fields: This was discussed to help keep any stray balls from leaving the city property. The Board will need to decide what type, size, etc. of netting you want to look into.
 - Turtle Creek Park
 - ❖ Concrete Pads for Disc Course: We will just need to confirm hole placements and get a quote.
 - Unallocated Funds
 - ❖ There is \$35,500 in unallocated funds in the budget that the Board can talk about using for any other possible projects. One item already discussed and approved was improvements to the park shelters at Lyons Park.
- **1-5 Year Capital Project Plan for Park & Rec:**
 - **Review/Update 1-5 Year CIP:**
 - The 1–5-year capital project plan for Park & Recreation shows possible projects/improvements to the city’s park system. An updated Park CIP is in the packet for your reference.
 - Trail Grants: Information on possible grants for a trail to Swenson Park was provided at the last meeting and is included once again for Board reference. An estimated cost for a trail from 12th Street to Swenson Park is \$281,684. If the Board would like to pursue a grant application for this trail, staff is suggesting that we apply for the GFP Recreational Trail Program Grant, which is an 80/20 grant. Applications are due by April with awards usually granted in the fall. If received, a trail could be planned for 2027 construction. If we want to move ahead, the Board will need to recommend this application to the city council at this meeting, so it will allow time to gather information for the grant submission.

NEW BUSINESS

- **Review Chamber Application for Economic Development Funds:** The City Council budgeted \$100,000 for Economic Development Projects this year. They are encouraging individuals, groups, businesses, etc. to submit possible project to promote economic development within the city. We have placed the enclosed information on the city’s website, along with various other sites. The Chamber has submitted a possible project that they would like to submit to the council for approval. Since this project will be within the city’s parkland, I have asked them to vet it through this Board first in order to give a recommendation to the city council. Their plan is enclosed for your review but essentially, they would like to place some solar lighting, with banners (similar to the lights downtown) along the trail through Turtle Creek Park and along the east side of the school. This project should comply with all city regulations for lighting and I do not see any issues with placement upon city property or within the city right-of-way. Part of this trail is upon school property so they will need to get permission from the school for any placement on their land.
- **Discuss Special Meeting with Gateway Hartford Inc.:** Gateway Hartford Inc is a newly formed entity that will be working to remediate and clean up the city’s lagoon land. They will be working on a master plan to redevelop this area, along with the Cressman land directly to the west of the lagoons. In order to help facilitate a master plan for this entire area, GHI would like to meet with a couple of Park & Rec Board representative to get any feedback on how future Park & Rec needs/initiatives could align with the redevelopment vision of GHI. They are proposing a meeting on the following dates – 3/3, 3/4, or 3/11 – in either the early morning or early evening. We can only have 2 P&R members so we don’t have a quorum. Please look at your schedules before our meeting and see if we can get a couple of members to meet with GHI.
- **America’s 250th:** America’s 250th is coming up this July 4th. Cities are asked to help recognize this in any way possible. Some things cities are doing are passing a resolution to recognize the occasion, putting up banners or flags, firework displays, recognition at community events, etc. There has been some discussion with the Jamboree Board about possibility incorporating this in their event – maybe flags in the park or parade theme. Another idea may be a community picnic in the park on July 4th with fireworks. The city council will be discussing possible things that we can do but if you have any ideas, please let me know.

Field Advertising Agreements

Advertiser	Banner or Scoreboard	Terms	Amt Paid	Mock Up Rcvd	Banner/Sign Rcvd	Advertising Installed
Sunshine	Banner	3 year - 2025-2027	\$1,200	X	X	X
Buss Accounting	Banner	3 year - 2025-2027	\$1,200	X	X	X
Reliabank	Banner	3 year - 2025-2027	\$1,200	X	X	X
Americain Trk Store (Dylan Peterson)	Banner	3 year - 2026-2028	\$1,200	X		
Cressman Sanitation	Scoreboard	1 year - 2026	\$1,000			
Creekside Meats	Banner	4-3 year - 2026-2028	Owe 4800			
Travis Electric	Banner	4-3 year - 2026-2028	Owe 4800			
AllenEdge Real Estate	Banner	3 year - 2026-2028	Owe 1200			
Solid Rock Recruiting	Banner	3 year - 2026-2028	Owe 1200			
Jesse Fonkert	Banner	1 year - 2026	Owe 500			
Black Tie Components	Banner	1 year - 2026	Owe 500			
Tammen Oil & Tire	Banner	1 year - 2026	\$500			
Coffee Cup	Scoreboard	3 year - 2026-2028	Owe 2700			
The Goat Bar & Grill	Banner	2-3 year - 2026-2028	Owe 2400			
Hartford Building Center	Banner	3 year - 2026-2028	Owe 1200			
		Total	\$25,600			

Revenue Generated 2025 - \$1200

Revenue Generated 2026 - \$10,200

Revenue Generated 2027 - \$7,700

Revenue Generated 2028 - \$6,500

Park & Rec Board Budget for 2026

Budget Amount	<u>\$ 300,000.00</u>
	<u>\$ 300,000.00</u>

Lyons Park (City Park)	
Playground System for younger kids	70,000.00
YTD Expenses (downpayment)	- 11,967.00
Pickleball Courts	70,000.00
Pickleball Practice Board	1,000.00
Ag-Lime for Field A	32,500.00
Swenson Park Improvement	
New Entrance Sign	26,000.00
YTD Expenses (downpayment)	-13,577.50
Shade Structures & Bleachers	35,000.00
2 Score Boards	25,000.00
Netting between Black Tie & Soccer Fields	3,500.00
Turtle Creek Park	
Concrete Tee Pads for Disc Course	1,500.00
Unallocated	35,500.00
Total Budget Expenses	<u>\$ 300,000.00</u>

Parks Recreation - Project Schedule

No	Location	Project	2026	2027	2028	2029	Future
1	City Park	Playground equipment for younger kids	\$70,000				
2	Swenson	New Entrance Sign (Swenson Family to donated a portion)	\$26,000				
3	Swenson	Shade Structures & Bleaches - Field #2	\$35,000				
4	Swenson	Add 2 Scoreboards east fields (Apx \$3,500 Each + Brackets \$2,500 each)	\$25,000				
5	Swenson	Netting along and/or Between Black Tie & Soccer Field (Behind goals - 65'Lx15'H)	\$3,500				
6	Frisbee Golf	Tee Boxes for Frisbee Golf (5'x12' pads - 9 pads)	\$1,500				
7	City Park	Pickleball: Construct 1 Additional Double Courts & Fencing (2 courts)	\$70,000	\$70,000			
8	City Park	Aglime for field A	\$32,500				
9	City Park	Pickleball Practice Board	\$1,000				\$ TBD
		Undesignated	\$35,500				
	City Park	New Basketball Court	\$46,000				\$TBD
	City Park	Pickleball lights					\$TBD
	Swenson	Concession/Restroom for Soccer/Flag Football					\$TBD
	Swenson	Lights for Ball Fields-1 field/year					\$ TBD
	Pool	Pool Upgrade or Replacement					\$ TBD
	Downtown	Closure of 1st Street for Downtown Park					\$ TBD
	Undetermined	Ice Rink for Hockey					\$ TBD
	Trail	Trail within HADFD development by Watertower					\$ TBD
	Trails	Bike Fix-It Stations (look into when we have 5+miles of trail)					\$TBD
	Various	Review of Future Developments of Parks & Bike Trails					\$ TBD
	Various	Nature Plantings around Public Places					\$ TBD
		Yearly Totals	\$346,000	\$70,000	\$0		\$0

Possible Additions: Changing Tables for Restrooms, Awning or Net to protect Swenson Park playground area, park equipment for future Jans Park

Trail Extension - 12th Street to Swenson Park



Client Name: City of Hartford
 Location: Hartford, SD
 ISG Project Number: 21-25084
 Date: January 30, 2026

Engineer's Opinion of Probable Cost

No.	ITEM DESCRIPTION	UNIT	QTY	UNIT PRICE	TOTAL AMOUNT
1	Unclassified Excavation	CY	600	\$15.00	\$9,000.00
2	Common Excavation	CY	840	\$15.00	\$12,600.00
3	PCC Sidewalk, 5' Wide	SF	460	\$9.00	\$4,140.00
4	HMA Trail, 10' Wide	TN	740	\$140.00	\$103,600.00
5	Aggregate Base Course	TN	700	\$25.00	\$17,500.00
6	15" RCP Flared End, Furnish	EA	2	\$650.00	\$1,300.00
7	15" RCP Flared End, Install	EA	2	\$450.00	\$900.00
8	15" RCP Class 4, Furnish	LF	16	\$80.00	\$1,280.00
9	Erosion Control	LS	1	\$10,000.00	\$10,000.00
10	Seeding, Fertilizing, and Mulching	LS	1	\$15,000.00	\$15,000.00
11	Testing	LS	1	\$15,000.00	\$15,000.00
12	Mobilization	LS	1	\$15,000.00	\$15,000.00
Construction Costs					\$196,320.00
20% Contingency					\$39,264.00
Total Estimated Construction Cost					\$235,584.00
Survey					\$2,400.00
Design Engineering					\$17,700.00
Bidding & Contract Documents					\$2,400.00
Construction Engineering					\$16,500.00
Administration & Legal					\$7,100.00
TOTAL PROJECT COST					\$281,684.00

Disclaimer: The provided estimated costs are for planning level purposes. Probable Cost illustrates the best estimated costs based on current trends and construction cost. This estimate is non-binding and is intended for informational purposes only. The Consultant does not have control over the cost of labor, materials, or bidding. The Opinion of Probable Cost is based on recent experience and recent bidding data and assumes the work to be completed by private contractors and specialists. The unit prices assume 2026 construction and the quantities are estimates only made during preliminary design phase. Consultant recommends adding an appropriate inflation factor to the total Project Cost to account for inflation each year from date of this estimate.



TRAIL EXTENSION - CONCEPT



Architecture + Engineering + Environmental + Planning

TRAIL EXTENSION
 HARTFORD, SOUTH DAKOTA, 1/20/26
 ISG PROJECT NO. 26-23084



ISGinc.com

Recreation Trail System –

*Transportation Alternative Program Grant (state)– Award maximum is \$600,00 (81.95/18.05 grant), App due in October – The city has discussed applying for this grant for sidewalk improvements

*Recreational Trail Program (GFP)– Award average \$200,000 to \$300,000 (80/20 grant), App due in April

*Land & Water Conservation Fund (GFP) -Award between \$10,000 to \$300,000 (50/50 grant), App due in April

Trail	Year Built	Phase	City Portion of Costs	Material	Total Cost	Total Feet	Est Miles	Cost per Foot
Turtle Creek Trail	2011	1	100% paid by City Funds	Asphalt	\$141,588	3157'	.59	\$44.83
Michael Fitzmaurice Trail	2012	2	80/20 Grant through State Roadway Safety Funds - Trail placed in conjunction with a state project already approved – City share 20%	Asphalt	\$481,014	7958'	1.5	\$60.44
Mike Franken Trail	2014-2019	3&4	80/20 Grant through State Transportation Alternative Program -City share 20%	Asphalt	\$345,042	2325'	.44	\$148.41
Colton Trail	2016	5	64/36 Grant through Minnehaha County – Trail placed in conjunction with a county project already approved - City share 36%	Asphalt	\$202,500	3600'	.68	\$56.25
Proposed Trail	Year Built	Phase	City Portion of Costs	Material	Total Cost	Total Feet	Est Miles	Cost per Foot
Greenway Belt	Never started Designed 2022	6	80/20 RTP grant through the Game, Fish and Parks -City Share 20% **Note – this trail was never completed do to easement issues, grant funding, and rising cost of retaining wall in floodplain	Concrete (Due to Flood issues)	\$290,022- Original Est **Priced increased significantly during the design process	775'	.15	\$374.22 Est



Economic Development Projects – Criteria Worksheet

Applicant: Hartford Area Chamber of Commerce

Contact Name: Jill Skots

Contact Address: 125 N. Main Ave

Contact Email: hartfordsdirector@gmail.com

Contact Phone Number: (605) 370-9762

Project Name: Solar LED Light Pole & Banner Project

Project Description: Please see attached proposal

Funds Requested: \$25,000

For City Council/Staff Use Only

Date Received: _____

Criteria To Evaluate	Ranking: 1-10 (1 low, 10 High) or N/A if Non-Applicable
1. Community Impact <ul style="list-style-type: none"> • Provides a fair and equitable effect on entire community & Enhances: <ul style="list-style-type: none"> - Quality of Life - Economic Development 	
2. Feasibility <ul style="list-style-type: none"> • Practicality of project being implemented to fruition and sustained 	
3. Strategic Alignment <ul style="list-style-type: none"> • Does project align with overall goals, objectives, and vision of the governing body • Does project align with local and regional partners 	
4. Return on Investment <ul style="list-style-type: none"> • Evaluation of efficiency, profitability and investment 	
5. Job Creation <ul style="list-style-type: none"> • Generates Employment opportunities with a focus on quantity and quality of jobs • Encourages R&D, education programs, job training, etc. 	
6. Environmental Impact <ul style="list-style-type: none"> • Promotes long-term growth without depleting natural or human resources 	
7. Infrastructure Building Blocks <ul style="list-style-type: none"> • Improve infrastructure <ul style="list-style-type: none"> - Transportation system - Utilities - Communication – physical or social 	
8. Funding <ul style="list-style-type: none"> • Is funding secured or be secured in a timely fashion 	
9. Timeline <ul style="list-style-type: none"> • Is timeline defined for length of project from start to finish 	
TOTAL SCORE	

Hartford Area Chamber of Commerce – Request for Funds

Solar LED Light Pole & Banner Project

Project Description

The Hartford Area Chamber of Commerce respectfully requests \$25,000 from the City of Hartford to support the purchase of 50 solar LED light poles, each equipped with double banner brackets capable of displaying two banners per pole. As part of this request, the Chamber also asks that the city oversee the installation of the poles along the designated portion of the Mike Fitzmaurice Walking Trail, specifically the stretch through Turtle Creek Park from Feyder & Railroad to the Dog Park.

The Mike Franken Walking Trail has become one of Hartford's most utilized community amenities. Residents of all age's families, students, athletes, and many four-legged companions use the trail daily for recreation, exercise, and time outdoors. As daylight hours shorten during the fall and winter months, visibility along the trail decreases significantly. Installing solar LED lighting will provide a meaningful safety enhancement, allowing users to better see their surroundings and feel more secure. Improved visibility allows residents to clearly see who is approaching and enjoy the trail comfortably year-round.

This project also includes the purchase of at least 50 banners featuring the City of Hartford's logo, which will be displayed on the new poles. Because banners naturally experience wear from weather and seasonal conditions, a portion of the requested funds will also support ongoing maintenance and periodic replacement, ensuring the trail remains visually appealing and professionally branded.

Importantly, this project represents the first phase of a larger vision. The Chamber intends to expand the banner-pole system into additional areas of the walking trail as funding allows. Installing these poles also creates opportunities to expand the Veteran's Banner Program and develop additional banner programs throughout the year highlighting community events, local businesses, youth achievements, and seasonal celebrations. These programs create new sponsorship revenue that will help the Chamber become more financially independent and sustainable, strengthening its ability to support economic development for years to come.

Funding Request

The Hartford Area Chamber of Commerce is requesting \$25,000 to support:

- The purchase of 50 solar LED light poles with double banner brackets
 - 36 of 50 dedicated to the portion of the Mike Franken Walking Trail (Map Attached)
 - 14 of 50 reserved for future expansion of the Downtown lights, working in collaboration with the City and DHI.
- The purchase of at least 50 City-branded banners
- Long-term maintenance and replacement of banners due to weather or wear

This investment will enhance a heavily used public space, strengthen community branding, and support the Chamber's long-term financial stability.

How This Project Meets Economic Development Standards

1. Strengthens Community Identity and Visual Appeal

- Creates a cohesive, attractive look along a highly utilized public space.
- Reinforces Hartford's brand and makes a positive impression on visitors, potential residents, and prospective businesses.

2. Improves Safety and Increases Year-Round Usability

- Solar LED lighting enhances visibility during early morning and evening hours, especially in fall and winter.
- A safer trail encourages more activity and supports a healthier, more engaged community.

3. Supports Local Businesses and Events

- Banners can promote Chamber initiatives, community events, and local businesses.
- Increased visibility helps drive foot traffic and supports local commerce.
- Seasonal and event-based banners help communicate what's happening in Hartford.

- A visually appealing trail corridor enhances the city's reputation as a welcoming, active community.

4. Demonstrates Investment in Public Infrastructure

- Solar-powered poles reduce long-term operating costs and require minimal maintenance.
- Visible infrastructure improvements signal growth, modernization, and community pride.

5. Creates Momentum for Future Development

- This project serves as a starting point for expanding banner poles into other areas of Hartford.
- Incremental improvements build confidence among residents, businesses, and potential investors.

6. Strengthens City–Chamber Collaboration

- Joint investment reinforces a shared commitment to community enhancement and economic development.
- Collaboration amplifies impact and encourages future partnerships.

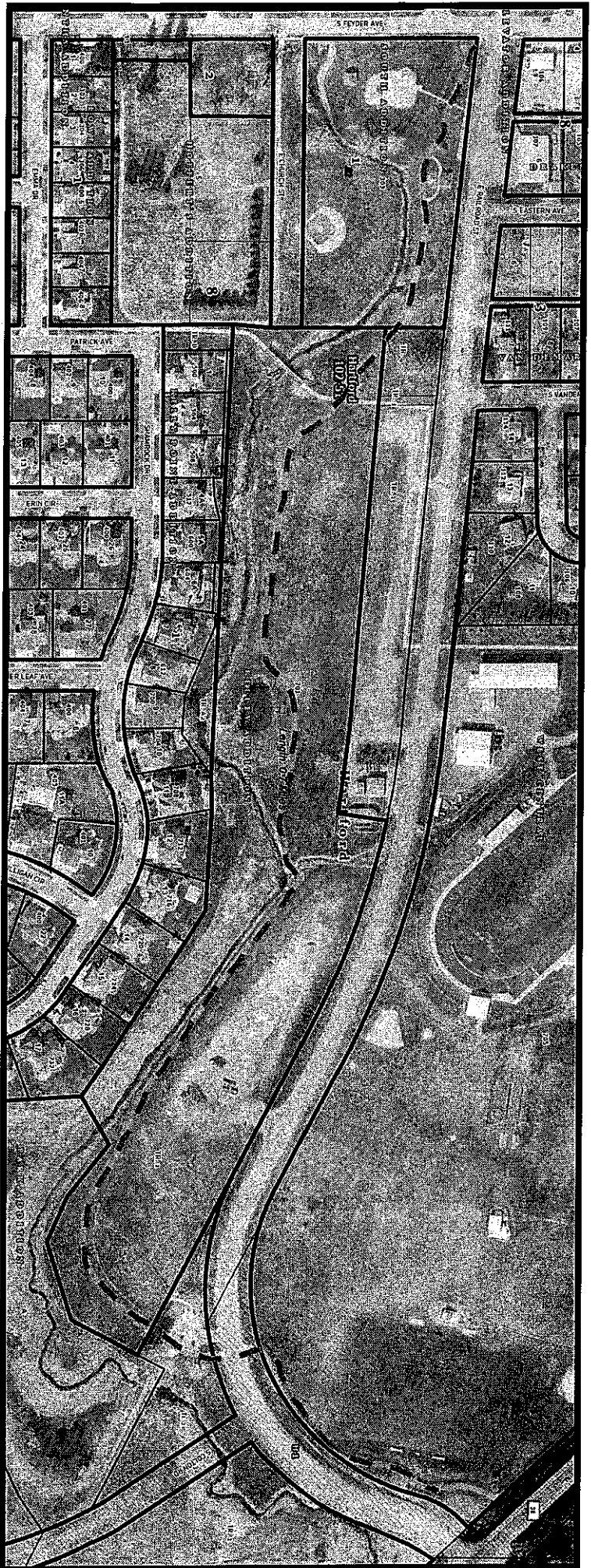
7. Ensures Long-Term Visual Quality and Brand Consistency

- Funding for banner replacement ensures the trail remains attractive and well-maintained.
- Consistent City branding supports broader economic development messaging.

8. Supports Chamber Financial Stability and Program Growth

- The banner infrastructure enables the expansion of the Veteran's Banner Program and creation of new banner initiatives.
- These programs generate sustainable sponsorship revenue, helping the Chamber become more financially independent.
- A financially strong Chamber is better positioned to support local businesses and lead future economic development efforts.

Distance of the Mike Franken Walking Trail Covered



Total Distance: .7miles (3,696 ft.)

Distance Between Each Pole: Approximately every 100ft, Alternating sides of the Mike Franken Walking Trail

Lights Dedicated to this Portion: 36

Remaining Light Placement: Work in Collaboration with the City & DHI to add to the Downtown lights as sidewalks are completed. (14 Remaining Lights)

Consideration: Point at which the walking trail enters the State Right of Way along HWY 38



Estimate

Quote Date: 2/9/2026

Quote #: 27281

Remit Payment to:
Signature Streetscapes
2350 South Getty Street
Muskegon, MI 49444
Toll Free: 1-800-705-1446

Quoted To:

Signature Streetscapes
2350 South Getty Street
Muskegon, MI 49444

Please reference or include this quote with your payment

Project Reference		Estimate Good For	Payment Terms	
		60 Days	Shopify Paid	
Item ID	Quantity	Description	Unit Price	Amount
SMB-0315-FL	50	DOWNTOWN HARTFORD, BIKE TRAIL LIGHT POLES SURFACE MOUNT POLE, NO DOOR, 3-BOLT - 15'-0", 3" diameter FLUTED, BLACK finish	325.00	16,250.00
J-BOLT-03	150	5/8" x 8" GALVANIZED STEEL ANCHOR BOLT for 4-hole bolt-base surface mount pole, includes (1) bolt with (2) nuts and (2) washers (one large/one small), bolt circle template provided	5.50	825.00
DAP-20	100	BANNER ARMS HANG FROM BOTH SIDES OF POLE TOP BANNER ARM 20" Length Address Plaque Collar Hanger Arm, includes stainless hardware (includes DAP-2PK & Address Plaque Brackets)	124.50	12,450.00
DAP-20	100	BOTTOM BANNER ARM 20" Length Address Plaque Collar Hanger Arm, includes stainless hardware (includes DAP-2PK & Address Plaque Brackets)	124.50	12,450.00
BS-03A	50	STREETSCAPE base for 3" diameter pole, 2-piece split, BLACK finish	275.50	13,775.00
DISCOUNT		discount	-5,575.00	-5,575.00
FREIGHT	1	FREIGHT CHARGES Tracking #: TBD SHIP TO: City of Hartford 102 W Menth St Hartford, SD 57033 605-366-6115	4,875.00	4,875.00
Total			\$55,050.00	

Port City Architectural (DBA Signature Streetscapes) must approve any changes, additions, or deletions made to the estimate as they may affect final price. All products ship FOB Muskegon, Michigan with freight/shipping charges added to the final invoice unless otherwise stated. This estimate does not include taxes, unless applicable. Payment is due in full. Deposit of 50% is required for estimates over \$10,000 with the balance due before shipment unless other credit terms have been established. This estimate is valid for 60 days. If necessary, legal action or collection agency involvement will be instituted to enforce payment, buyer agrees to reimburse Port City Architectural for all costs incurred and attorney fees.

Thank-You For Contacting Us!

Lamp Pole Base Installation Guide

Toll Free: 1-800-705-1446 We Can Help!

a division of Post City Architectural Signage

CALL BEFORE YOU DIG

No matter where you do business, the gas, electric, cable TV, water, and sewer lines that serve you may very likely be underground. If you are planning a project that involves digging, state laws require you to notify your utility company at least three working days in advance. Most will come to your premise at no charge to mark the buried utilities on your property, so they won't be cut or damaged by you or your contractors. It's one phone call that can save time, money — and your life!

Pour Concrete Pylon

1) Measure and mark a 12"-18" diameter Sontube concrete form at the desired length. Length will vary depending on the height of the lamp post and local recommendations. 24" to 48" burial depth are common for most conditions. Cut the form at the mark.

2) Stand the concrete form at the location of the lamp post. Mark the outside edge of the form and set form aside. NOTE: The form can protrude above ground 2"-4" to provide protection for the finished lamp post from ground moisture and yard equipment.

3) Dig hole accordingly to fit form vertically to the desired depth. If running electrical conduit through concrete base, place conduit in appropriate direction and place concrete form into hole. Level the concrete form.

4) Prior to mixing concrete, prepare j-bolt concrete anchors by attaching to bolt template (provided). Place the template with attached bolts in a convenient place near concrete form.

5) Backfill the outside of form as necessary, checking the top of the form with 2' level. Tamp the soil to secure form.

6) Pour dry concrete mix to desired depth into concrete form. Add water and mix with electric drill and mixing paddle. Mix to desired consistency through to the bottom of the form.

7) Firmly press j-bolt/template assembly into the center of the liquid concrete to the desired orientation so that all threads are exposed above concrete surface.

8) Allow 48 hours for concrete to cure prior to attaching lamp post.

Attach Lamp Post

1) NOTE: contract a certified electrician to pull wiring prior to attaching lamp post.

2) Remove (1) nut and (1) washer from each j-bolt. Remaining nut should be fully threaded onto each j-bolt with one washer remaining on top. Slide post and bolt-base onto j-bolts being sure to orient the electrical door in desired direction.

3) Place second washer and loosely add nut to each exposed j-bolt.

4) Place a 2' level on each side of post and turn bottom nut until post is position properly. Tighten the top nut completely to secure attachment.

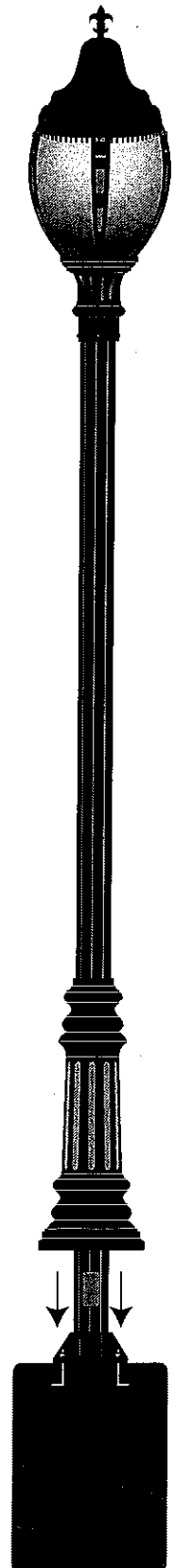
Complete Electrical Connection

1) Complete wiring process by removing electrical door and pulling wiring to top of post.

2) Easily remove and reattach lamp head for wiring purposes by loosening set screws.

Add Post Base

1) To complete installation, attach 2-piece pole base. Once attached, the base will seat onto concrete pylon and cover the electrical door and bolt-base.





Warranty, Terms & Policy

MATERIAL ACCEPTANCE

All claims for defects, errors, or shortages must be reported to us within 7 days after delivery has been made. Failure to do so shall constitute acceptance and a waiver of any defects, errors or shortages.

RETURNED GOODS

Return of material is not allowed without prior verbal or written authorization by a customer service representative. We will provide a Return of Goods Authorization slip and arrange pickup with our carrier. Returned items subject to a 25% restocking fee. If the return is due to a mistake on our part, we will cover all shipping charges associated with the order to return the product.

WARRANTY

We warranty all our products to be free from defects in craftsmanship and materials for life. The warranty on coatings is 1 year. Our warranty is extended only to purchasers acquiring the product directly from us or one of our authorized dealers. Our obligation is limited to repair or replacement, at our option. No other warranty expressed or implied is granted. We are not liable for any incidental or consequential damages associated with use, removal or reinstallation. Buyer is responsible for all costs associated damaged goods to to misuse or improper installation. We shall not be responsible for any costs or damages caused during installation. We will not pay for the removal and installation of plaques returned for warranty.

PRODUCT USE

We warrant our products for uses as designed and represented in our catalogue. Any alternative uses of our finished products will not be warranted if we are not informed of the specific use "prior to production".

ARTWORK CHARGES

Customer supplied artwork must be process ready without requiring manual or digital touch-up. A price for artwork adjustment or cleanup will be quoted as an additional charge. Artwork will not be returned unless arranged at the time of order.

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We reserve the right to ship our most current designs. Due to minor variances in the manufacturers production run, colors may have subtle differences. We offer no warranty protection against these minor variances. When choosing a painted finish all background and raised surface finishes are identified on the drawing. Due to variances in monitor colors and resolutions, colors on approval drawings may be different from the finished part. For more information on our color and finish options visit our website.

"If there is a problem with your order we will make it right"



Warranty, Terms & Policy

FREIGHT

Prices listed do not include freight. All items are F.O.B. from manufacturing facility. Most shipments are sent via UPS Ground. Others use a common freight carrier of our choosing unless otherwise specified by customer. Please contact us for alternative methods of shipment.

SHIPPING CHARGES

All items ship from our facility either UPS Ground or FOB Muskegon by a carrier of our choosing. Third Party billing for freight charges is available, but customers must complete a special form to qualify for this program. Please call for more information regarding Third Party shipments. It is the customer's responsibility to pay for all shipping charges associated with an order unless otherwise noted on the purchase order. We can provide a shipping estimate at the time of order if required.

Sales/Use Taxes

Prices are subject to taxes assessed by the state, city or other taxing authority at place of delivery. We must have a sales tax exemption certificate on file for all distributors.

PAYMENT TERMS

Net 30 days upon establishment of credit. When no credit has been established, 50% deposit is required with order before production begins. Balance of order shipped C.O.D. Visa and MasterCard payments are accepted. Contact your sales representative for details. Additional charges may apply for Credit Card payments.

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Our Order Acknowledgment form will govern the transaction. Customer's acceptance will be considered final and binding, unless notification is given within 3 working days of acknowledgment date. Orders with missing or incorrect information will be scheduled for production upon receipt of correct and complete information or approved drawings. Orders held unentered or unapproved for more than 45 days will be considered and subject to a 15% cancellation charge of the quoted product price for production drawings.

Order Changes and Cancellations

In general, orders are scheduled for a 4 week lead-time. For orders with special pattern work, finishing or mounting may require additional production time. Rush orders may be accommodated, depending on order size and finishing specifications. If air shipment or overnight service is required, customer will be responsible for freight charges, provided the order has shipped within the agreed upon date. Please contact us for more information and your delivery date requirements.

DELIVERY

Standard delivery time is 4 weeks from date of approval unless otherwise agreed upon at time of sale. All standard line items in our catalogue qualify for this program. This excludes orders with special modeling, pattern work, special artwork or custom mounting.

TRANSIT CLAIMS

Upon receipt of shipment, the customer must inspect for damage or shortage. Claims for damage, concealed or otherwise, must be reported to the carrier and your customer service representative within 5 days of receipt of merchandise. If damaged goods are received, it is important to retain the product, package cartons, and all packaging material in the exact condition as it was delivered until an inspector arrives and completes a damage report. Please call us for more information on contacting the freight carrier and arranging an inspection.

"If there is a problem with your order we will make it right"



Warranty, Terms & Policy

TRADEMARKS & PROMOTION

All designs submitted are deemed to be in full compliance with all existing laws of trademark, copyright, patent registration, and privacy regulations at time of order submission. The customer, in submitting these designs to us, takes full responsibility for all of these issues and agrees to hold Port City and our dealers harmless to any claims of damages, costs, or expenses resulting from any legal actions as a result of us using any said materials in the fulfillment of the customer's order. We reserve the right to use all products produced by our company in our advertising and displays unless specified in writing to the contrary at time of receiving the customer's order. All products shown in our advertising and catalogues are for display purposes only and for the exclusive use of the original customer or those authorized by owner of such designs.

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