

Hartford City Council Agenda

Tuesday, March 21, 2023

7:00 p.m.

Hartford City Hall

Mayor Arden Jones

Ward 1: Mark Brenneman and Travis Kuehl

Ward 2: Mark O'Hara and Chris Woslager

Ward 3: Cindy Matson and Jake Jass

Pledge of Allegiance

Business Items

- Roll Call of Governing Board
- Additions to the Agenda/Approve Agenda
- Approve Minutes of Previous Meeting(s)
 - *Regular Meeting Minutes - 3/7/2023
- Approve Bills submitted for Payment

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

- Special Event Permit - Miles 4 Murphy 5K
- Resolution 2023-4: Authorizing Application for SRF Funding for Hwy 38 Water Loop Project
- Resolution 2023-5: Transfer Reserve Funds from the Water Fund for the Hwy 38 Water Loop Project
- 1st Reading of Ordinance #739: Update Fines and Fees
- Update Voting Wards
 - o Review/Approve Voting Ward Map
 - o 1st Reading of Ordinance #740: Update Voting Wards

Reports

- Hartford Area Fire & Rescue Report
- Chamber and Economic Development Director Report - Amy M. Farr
- City Engineer Report - ISG Inc.
- Public Works Superintendent Report - Craig Wagner
 - *Review/Approve Cost Estimates for Gage House Renovations
 - *Review/Approve Purchase of John Deere Utility Vehicle
 - *Review/Approve ASCO Bid for 2023 Slurry Seal Project
- Finance Officer Report - Karen Wilber
- City Administrator Report -Teresa Sidel

Old Business

- Review/Approve Request to Allocate 2023 Operating Budget Funds to the HAFR - \$30,000
- Update on Summit Carbon Solution Pipeline

New Business

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

Adjournment

Next Regular City Council Meeting: Tuesday, April 4, 2023

Hartford City Council Meeting – Regular Meeting March 7, 2023

Mayor Arden Jones called the meeting to order at 7:00pm with the following city council members present: Chris Woslager, Cindy Matson, Mark Brenneman, Travis Kuehl, and Mark O’Hara. Jake Jass was absent with notice. Also present were City Administrator Teresa Sidel, City Finance Officer Karen Wilber, Public Works Superintendent Craig Wagner, Chamber & Economic Development Director Amy Farr, City Engineer Michael Redenbaugh & Justin Heim, and 5 people from the public.

BUSINESS ITEMS:

- **Approve Agenda:** A motion was made by Kuehl, second by Matson to approve the agenda as set with the change of moving the HAFR 2023 budget allocation request to the next meeting – Woslager abstained with all others voting yes, motion carried.
- **Approval of the Minutes:** A motion was made by Matson, second by Kuehl to approve the regular meeting minutes from February 21, 2023 – all voted yes, motion carried.

PUBLIC COMMENTS: Scout Leader Kristin Gerlach, along with two Scouts, were present. Gerlach explained that the girls are working on their communications merit badge and one of the requirements of obtaining this badge is that they observe a public meeting. Scout Eva Gerlach also addressed the Council. Her brother, Gavin Gerlach, did the renovations to Century Park last year as a part of his Eagle Scout project. Eva is going to try to get Eagle Scout as well and was wondering if the City had any potential projects that she could do for this. Mayor Jones suggested that a good place to start this conversation would be to attend a Park & Recreation Board meeting. The board meets the last Monday of each month at 6:30pm at City Hall.

ORDINANCES, RESOLUTIONS, APPLICATIONS, AGREEMENTS AND HEARINGS:

- **Resolution 2023-3 Special Assessment Roll for 2023:** Last year the City took steps to abate two properties for junk and abandoned vehicle violations. Owners for both properties were given sufficient time to correct the violations but didn’t comply. As a result, City personnel went in and cleaned up both properties. Resolution 2023-3 would assess the cost of these abatements against each property. A motion was made by Brenneman, second by Matson to approve Resolution 2023-3 as presented – all voted yes, motion carried

REPORTS:

- **Sheriff’s Department Report:** Deputy Kardas was present to provide his report for the month of Feb. There were 177 calls for service for the month.
- **Chamber & Economic Development Report:** CEDD Amy Farr provided her report. The Chamber continues planning of this year’s Hartford Block Party. The next Chamber Mixer will be held Apr 4th at Hartford Spinal Clinic. Continues to work on the new My Community app as well as updates to the Chamber website. The HADF recently closed on another land purchase. RFI’s are addressed as needed. Envision 2025 duties are ongoing. Farr is creating information books for HADF board member.
- **Engineer Report:** Michael Redenbaugh reported the following:
 - Reviewed plat in Turtle Creek Addition as well as revised plan for the Hartford Elementary School.
 - WRRF plans and specification have been submitted to DANR for review and approval. ISG met with landowners who the City will need easements from. Also working on required permitting with different agencies. Discussions on regionalization are ongoing.
 - Since the City was unable to secure a necessary easement, ISG is working with GF&P to see if any adjustments can be made that would allow the trail to run entirely on the north side. GF&P has requested concepts for review.
 - Design plans for the Hwy 38 water main extension are now complete. The City’s SRF funding application will be submitted to the State this month. The State will award loans in June. Bidding will take place once funding is secured.
- **Public Works Report:** Public Works Superintendent Wagner provided his report.

Streets – Staff continues to work on opening the storm sewer inlets. They are also opening gutters as needed to get the water off the streets. The winter conditions as causing stress on the streets, creating cracks and potholes. Staff is filling potholes as needed. The 2023 slurry seal project will be bid on Mar 9th, in conjunction with the City of Sioux Fall’s project. Wagner is in the process of obtaining pricing on replacing the wood on the billboards, pricing on new billboards, and also pricing on digital billboards.

Water – Next reporting due Apr 10th.

Sewer – The next reporting is due Apr 28th. Lagoon sample will be taken this spring to see when we can discharge.

WRRF – Wagner is working Minnehaha Rural Water on getting water to the office and lab area of the new plant.

Bike Trail – Staff is keeping the trail clear of snow as time allows.

Public Buildings – Wagner has purchased the lumber needed to do the repairs to the floor joist and supports at the Gage House. Wagner is planning to have quotes for the remodel work at the next meeting.

Parks – During the 2023 budget process, 30k was budgeted for the purchase of a new mower. Wagner received two quotes with the lowest being \$27,437 from D&D Small Engine Repair & Sales. A motion was made by Matson, second by Woslager to approve the purchase of a new mower from D&D Small Engine Repair & Sales for \$27,437 – all voted yes, motion carried.

- **Finance Officer Report:** City Finance Officer Wilber’s report was provided. Items included a summary of revenues received in Feb along with an overview of the city’s cash balances, revenues and expenses through Jan. The Mar calendar of events was provided as well. The deadline to file nominating petitions was Feb 24th. Two petitions for the Ward 2 seat were filed so an election will be held between Candidate Benjamin Parker and Candidate Shaun Boen. Mayor Jones and Jake Jass filed petitions but were unopposed so they will be retaining their seats for two more years. There were no petitions filed for the Ward 1 seat. A drawing was held to determine name placement on the ballot was held at the meeting. Benjamin Parker will be listed first and Shaun Boen second. The Board of Equalization meeting will be held on Mar 20th. If a property owner would like to appeal their property’s valuation, they must submit an objection form to City Hall no later than 5pm on Mar 16th. Wilber has started the process of updating the street maintenance fee roll for this year. The street maintenance fee resolution will come before the Council later this fall. The City is hiring for all summer positions.
- **City Administrator Report:** City Administrator Sidel provided her report. Sidel will be submitting a grant application to the Hartford Area Community Foundation to try and secure funds to update the stone at Century Square Park with the two new military branches of service – the Coast Guard & Space Force. Engineers and staff are working with GF&P to come up with alternate options for the bike trail route. ISG has provided Maguire Iron the color code of the City’s new logo. They will be painting that on the tower later this spring. Bidding of the Hwy 38 Water Main Extension project will be delayed until summer as DNAR required loan approval first. The State will approve SRF fund requests in June. Staff continues to work with ISG & Rice Lake on the WRRF. Meetings are being held with property owners regarding easements needed for the trunk line. There have also been discussions with MCWC on getting water to the plant. Catalis, the City’s website provider, is working on some design options for the new website. Once completed, staff will review and work will start, which is estimated to take approximately 12 weeks. The mass notification system will be implemented with the new website. DSU is schedule to begin their cyber analysis of the City next week. The Planning & Zoning Board is in the process of updated the City’s Comprehensive Plan. Once this is complete, they will start the review of the City’s subdivision regulations, followed by review of the zoning regulations and design standards. The Park & Recreation Board will be working on developing a long-range plan that can be a guide and also possible improvements at the pool.

OLD BUSINESS:

- **Review/Discuss Pool Admission Rates:** At the last meeting, discussion was held on the structure of the season passes. Some on the Council would like to implement some type of discount if multiple passes are purchased for the same family unit. It was decided to table this item until the next meeting to obtain further information. Last year the City eliminated the family pass, requiring the purchase of an individual pass for each person in a family unit. Amy Sebert, who has been the pool manager for several years, feels this was a good change and is in support of keeping this the same. A motion was made by Breneman, second by Kuehl to change the daily admission fee to \$4 for all ages – all voted yes, motion carried. A motion was made by Matson, seconded by Kuehl, to set individual passes at \$40 per person with a family unit cap of \$160 and if utilizing the \$160 cap, those passes must be purchased at City Hall. Further discussion was held on what constitutes a family unit. It was the consensus of the Council that all individuals must reside in the same household to be considered a family unit. Vote was taken with all voting yes, motion carried.

NEW BUSINESS:

- **Review/Approve Park & Recreation Board Recommendation for the Purchase of Benches for Swenson Park:** During the 2023 budget process, 10k was budgeted for the purchase of player benches for the 4 dugouts at Swenson Park. At the Feb 27th Park & Recreation Board meeting, a cost estimate of \$9,879.04 to purchase 8 15ft benches was presented. This would allow 2 benches in each dugout. The Park & Recreation Board is recommending approval of purchasing these benches. A motion was made by Kuehl, second by Matson to approve the Park & Recreation Board’s recommendation to purchase benches for Swinson Park as presented – all voted yes, motion carried.
- **Approve Elderly Property Freeze on Parcel 23403:** State law allows eligible elderly property owners to apply for an elderly tax freeze. If approved, their property tax assessment will not increase therefore allowing them property tax relief. The Minnehaha County Auditor has received an elderly tax freeze request on a parcel of land

that is located within Hartford city limits. This request needs to be approved by the governing board. A motion was made by Matson, second by Woslager to approve the elderly tax freeze abatement on Parcel #23403 – all voted yes, motion carried.

- **Review/Approve Request to Allocate 2023 Operating Budget Funds to HADF:** A motion was made by Brenneman, second by O’Hara to approve the payment of \$55,590 to Hartford Area Development Foundation for their 2023 appropriation – all voted yes, motion carried.
- **Review/Approve Request to Allocate 2023 Operating Budget Funds to HACC:** A motion was made by Brenneman, second by O’Hara to approve the payment of \$32,000 to Hartford Area Chamber of Commerce for their 2023 appropriation – all voted yes, motion carried.

ADJOURNMENT: A motion was made by O’Hara, second by Woslager to adjourn at 7:45pm – 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.

Karen Wilber, Finance Officer

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Invoice</u>	<u>Amount</u>	
<u>Account Number</u>					<u>Amount</u>	
Checking		1				
Checking	1	Fund: 101 GENERAL FUND				
ABBUSINESS	A&B BUSINESS, INC.		03/03/2023	IN1031024	449.36	
101 4142 424		MAR 2023 RENTAL - COPIER & 6 PRINTERS			415.04	
101 4142 424		FEB 2023 USAGE			34.32	
				Vendor Total:		449.36
ACEHARD	ACE HARDWARE		03/10/2023	2877	839.44	
101 4521 426		FIELD CHALK (SOFTBALL ASSNTO PAY HALF)			839.44	
ACEHARD	ACE HARDWARE		03/10/2023	2885	6.64	
101 4311 425		BOLTS FOR SKIDSTEER REPAIRS			6.64	
				Vendor Total:		846.08
ATS	ATS		02/28/2023	18732	1,160.31	
101 4311 425		NISSAN ALTIMA REPAIRS			1,160.31	
				Vendor Total:		1,160.31
AUTOGLAS	AUTO GLASS EXPRESS, LLC		12/12/2022	M030125	70.00	
101 4311 425		WINDSHIELD REPAIR - '18 SILVERADO			70.00	
AUTOGLAS	AUTO GLASS EXPRESS, LLC		12/12/2022	M030126	145.00	
101 4311 425		REPAIR ROAD GRADER GLASS			145.00	
AUTOGLAS	AUTO GLASS EXPRESS, LLC		01/12/2023	M030185	145.00	
101 4311 425		REPAIR ROAD GRADER GLASS - 2ND TIME			145.00	
				Vendor Total:		360.00
BROWJUG	BROWN JUG, LLC		03/02/2023	1022	458.07	
101 4311 425		CAR WASH - NISSAN			10.00	
101 4311 426		FUEL - STREETS			448.07	
				Vendor Total:		458.07
CHRIKYLE	CHRISTENSEN, KYLE		02/28/2023	FEBRUARY 2023	57.63	
101 4652 427		FEBRUARY 2023 MILEAGE			57.63	
				Vendor Total:		57.63
CTYHART	CITY OF HARTFORD		02/28/2023	02282023 STMT	364.93	
101 4192 428		W/S-OLD SHOP			87.73	
101 4192 428		W/S-NEW MAINT SHOP			109.79	
101 4192 428		W/S-CITY HALL			73.63	
101 4192 428		W/S-GAGE HOUSE			93.78	
				Vendor Total:		364.93
CLARPAUL	CLARKE, PAUL		02/28/2023	FEBRUARY 2023	197.88	
101 4652 427		FEBRUARY 2023 MILEAGE			197.88	
				Vendor Total:		197.88

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Invoice</u>	<u>Amount</u>
<u>Account Number</u>					<u>Amount</u>
COLONI	COLONIAL RESEARCH CHEMICAL CORPORATION		03/02/2023	150207	432.31
101 4311 426		6 50LB BAGS ICE MELT			432.31
				Vendor Total:	432.31
FARMERC	FARMERS & MERCHANTS CO-OP OIL CO.		02/24/2023	8188	1,890.33
101 4311 426		DIESEL FUEL FOR STREET EQUIPMENT			1,890.33
FARMERC	FARMERS & MERCHANTS CO-OP OIL CO.		03/07/2023	8238	1,093.50
101 4311 426		DIESEL FUEL FOR STREET EQUIPMENT			1,093.50
				Vendor Total:	2,983.83
FIRSBANK	FIRST NATIONAL BANK OMAHA		02/27/2023	022723 STMT	451.14
101 4652 427		ICC MEMBER DUES			145.00
101 4192 426		COAT RACK FOR COUNCIL ROOM			44.71
101 4142 427		FUEL - SIDEL'S CONFERENCE IN PIERRE			35.32
101 4142 4273		STOMP GROUNDS - LUNCH FOR MTG @ CITYHALL			74.86
101 4142 422 2		MICROSOFT - EMAIL ACCOUNTS (FEB)			32.00
101 4142 422 2		MICROSOFT - OFFICE 365 SUBSCRIPT (FEB)			66.00
101 4142 422 2		BOX INC - MONTHLY SUBSCRIPTION			53.25
				Vendor Total:	451.14
FLAGSUSA	FLAGS USA, INC.		03/06/2023	107180	280.00
101 4521 426		8 VARIOUS REPLACEMENT FLAGS			280.00
				Vendor Total:	280.00
FRIEBE	FRIEBERG, NELSON & ASK, LLP		03/07/2023	75364	456.61
101 4142 422		JAN-MAR 2023 - TPT SPEEDCONNECT, LLC			456.61
				Vendor Total:	456.61
GOLDENWEST	GOLDEN WEST TELECOMMUNICATIONS COOPERATIVE, INC.		03/01/2023	03012023 STATE	139.90
101 4192 428		INTERNET @ CITY HALL			73.95
101 4192 428		INTERNET @ CITY SHOP			65.95
				Vendor Total:	139.90
HARTF9	HARTFORD BUILDING CENTER, INC.		02/28/2023	02282023 STMT	399.64
101 4192 425		PUB BLDG - GARAGE DOOR ROLLERS			7.99
101 4192 425		PUB BLDG - REPLACEMENT BALLASTS FOR SHOP			89.97
101 4192 426		PUB BLDG - CO2 DETECTOR			31.99
101 4192 426		PUB BLDG - 30 TUBE LIGHT BULBS			179.70
101 4192 426		PUB BLDG - RUG FOR CITYHALL FRONT OFFICE			89.99
				Vendor Total:	399.64

<u>Vendor ID</u>	<u>Vendor Name</u>		<u>Invoice</u>	<u>Invoice</u>	<u>Amount</u>	
<u>Account Number</u>		<u>Description</u>	<u>Date</u>		<u>Amount</u>	
HOME	HOME BUILDERS ASSOCIATION OF THE SIOUX EMPIRE		03/01/2023	16668		500.00
101 4142 429 1		2023 MEMBERSHIP DUES			500.00	
						Vendor Total: 500.00
ISG	I & S GROUP, INC		02/28/2023	90265		2,594.95
101 4652 422		MEETINGS/MILEAGE			2,332.45	
101 4652 422		GIS MAP UPDATES			187.50	
101 4652 422		WC ELEM SCHOOL SITE PLAN REVIEW			75.00	
ISG	I & S GROUP, INC		02/28/2023	90267		1,938.75
101 4521 439		MAIN/FEYDER BIKE TRAIL - SURVEY/DOCS			1,938.75	
						Vendor Total: 4,533.70
INTELLIPRO	INTELLIPRO SECURITY, LLC		03/04/2023	3584		227.40
101 4192 422		YRLY MONITORING - CITY HALL ALARM SYSTEM			227.40	
						Vendor Total: 227.40
JPCOOKECO	J.P. COOKE COMPANY		02/17/2023	768640		167.29
101 4412 426		PET LIC TAGS/S HOOKS			167.29	
						Vendor Total: 167.29
KNIFRIVE	KNIFE RIVER - SOUTH DAKOTA		02/16/2023	385970		4,014.60
101 4311 4254		DEICING SAND			4,014.60	
KNIFRIVE	KNIFE RIVER - SOUTH DAKOTA		02/17/2023	386043		1,508.40
101 4311 4254		DEICING SAND			1,508.40	
						Vendor Total: 5,523.00
MAINSTREET	MAINSTREET DESIGNS, INC.		02/17/2023	34065		1,110.00
101 4311 426		REPLACEMENT BULBS FOR CHRISTMAS DECOR			1,110.00	
						Vendor Total: 1,110.00
MATHLINW	MATHESON TRI-GAS INC		03/15/2023	0027411277		80.00
101 4311 426		6 GRINDING DISCS			80.00	
						Vendor Total: 80.00
FARRAMY	MEERT FARR, AMY		03/16/2023	DEC22-JAN23 MILEAGE		121.80
101 4142 427		DEC 2022 THRU JAN 2023 MILEAGE			121.80	
FARRAMY	MEERT FARR, AMY		03/16/2023	FEB23-MAR23 MILEAGE		117.18
101 4142 427		FEB 2023 THRU MAR 2023 MILEAGE			117.18	
						Vendor Total: 238.98
MENARDW	MENARDS - SIOUX FALLS WEST		03/02/2023	4615		150.90
101 4192 426		LIGHT & BULBS FOR GAGE HOUSE			59.98	
101 4521 426		VARIOUS SIZE BATTERIES FOR			90.92	

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Invoice</u>	<u>Amount</u>
<u>Account Number</u>					<u>Amount</u>
		PARKS			
				Vendor Total:	150.90
MIDAME	MIDAMERICAN ENERGY COMPANY		02/21/2023	02212023 STATE	1,004.44
101 4192 428		GAS-NEW SHOP			237.80
101 4192 428		GAS-OLD SHOP			277.53
101 4192 428		GAS-CITY HALL			175.09
101 4192 428		GAS-GAGE HOUSE			314.02
				Vendor Total:	1,004.44
NAPA	NAPA AUTO PARTS OF HARTFORD		02/17/2023	199103	83.88
101 4311 425		OIL FOR SKIDSTEER			83.88
NAPA	NAPA AUTO PARTS OF HARTFORD		02/17/2023	199104	11.99
101 4311 426		ANTIFREEZE FOR EQUIP			11.99
NAPA	NAPA AUTO PARTS OF HARTFORD		02/21/2023	199369	12.86
101 4311 425		NEW BULB FOR STERLING TRUCK			12.86
NAPA	NAPA AUTO PARTS OF HARTFORD		02/22/2023	199396	49.98
101 4311 425		NEW WIPER BLADES - STERLING TRUCK			49.98
NAPA	NAPA AUTO PARTS OF HARTFORD		02/24/2023	199440	115.92
101 4311 425		ANTIFREEZE/MOTOR TUNE UP FOR EQUIP			115.92
NAPA	NAPA AUTO PARTS OF HARTFORD		03/01/2023	199708	200.07
101 4311 425		BRAKE/CARB CLEANER & OIL FOR EQUIP			200.07
NAPA	NAPA AUTO PARTS OF HARTFORD		03/06/2023	200022	149.62
101 4311 425		PARTS - STERLING DUMP TRUCK #1 REPAIRS			149.62
NAPA	NAPA AUTO PARTS OF HARTFORD		03/06/2023	200023	16.99
101 4311 425		SILICONE SEALANT FOR JD PAYLOADER REPAIR			16.99
NAPA	NAPA AUTO PARTS OF HARTFORD		03/06/2023	200024	59.95
101 4192 426		5 BAGS OIL DRY FOR SHOP			59.95
NAPA	NAPA AUTO PARTS OF HARTFORD		03/08/2023	200156	66.69
101 4311 425		PARTS FOR REPAIRS ON STERLING TRUCK #1			66.69
NAPA	NAPA AUTO PARTS OF HARTFORD		03/15/2023	200539	6.04
101 4311 425		SPARK PLUGS FOR GATORS			6.04
NAPA	NAPA AUTO PARTS OF HARTFORD		03/15/2023	200540	74.95
101 4311 426		DIESEL FLUID FOR EQUIPMENT			74.95
				Vendor Total:	848.94
NEWCENT	NEW CENTURY PRESS, INC		02/10/2023	300564774	42.57
101 4142 423		SUMMER JOBS AD-2/10 MESSENGER			42.57
NEWCENT	NEW CENTURY PRESS, INC		02/15/2023	300565057	47.13
101 4142 423		SUMMER JOBS AD-2/15 SHOP GUIDE			47.13
NEWCENT	NEW CENTURY PRESS, INC		02/17/2023	300565978	14.00
101 4142 423		2023 WAGES			14.00

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Invoice</u>	<u>Invoice</u>	<u>Amount</u>
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NEWCENT	NEW CENTURY PRESS, INC	02/17/2023	300565979	107.52
101 4142 423	2/7 CC MINUTES			107.52
NEWCENT	NEW CENTURY PRESS, INC	02/17/2023	300566047	42.57
101 4142 423	SUMMER JOBS AD-2/17 MESSENGER			42.57
NEWCENT	NEW CENTURY PRESS, INC	02/22/2023	300566549	47.13
101 4142 423	SUMMER JOBS AD-2/22 SHOP GUIDE			47.13
NEWCENT	NEW CENTURY PRESS, INC	02/24/2023	300567609	42.57
101 4142 423	SUMMER JOBS AD-2/24 MESSENGER			42.57
NEWCENT	NEW CENTURY PRESS, INC	03/03/2023	300569353	132.16
101 4142 423	2/21 CC MINUTES			132.16
NEWCENT	NEW CENTURY PRESS, INC	03/03/2023	300569354	6.72
101 4142 423	FEB PAYROLL REPORT			6.72
NEWCENT	NEW CENTURY PRESS, INC	03/03/2023	300569355	23.52
101 4142 423	FEB BILL REPORT			23.52
NEWCENT	NEW CENTURY PRESS, INC	03/10/2023	300570805	15.12
101 4142 423	RES 2023-3			15.12
NEWCENT	NEW CENTURY PRESS, INC	03/10/2023	300570806	16.24
101 4142 423	PUB HEAR - FUNDING HWY 38 WATER LOOP			16.24
Vendor Total:				537.25
PARPLA	PARK & PLAY USA	03/14/2023	600300	11,998.00
101 4521 439	8 BENCHES - SWENSON PARK			9,598.40
101 4521 434	2 BENCHES - MAIN PARK			2,399.60
Vendor Total:				11,998.00
PETTY	PETTY CASH	03/10/2023	03102023 VOUCHER	60.00
101 4142 4273	GIFT CARDS FOR STAFF BDAYS			60.00
Vendor Total:				60.00
POWERPLAN	POWERPLAN	01/17/2023	W4659505	189.57
101 4311 425	JD PAYLOADER REPAIRS & SOFTWARE UPDATES			189.57
POWERPLAN	POWERPLAN	02/16/2023	W4692905	1,103.77
101 4311 425	JD PAYLOADER REPAIRS & MAINTENANCE			1,103.77
Vendor Total:				1,293.34
PUTHOFF	PUTHOFF INSURANCE AGENCY, INC.	03/14/2023	2023 GL RENEWAL	32,821.77
101 4311 421	2023 GEN LIABILITY INS - STREETS			12,683.94
101 4142 421	2023 GEN LIABILITY INS - FINANCE OFFICE			3,152.36
101 4142 4211	2023 GEN LIABILITY INS - BONDING			162.97
101 4192 421	2023 GEN LIABILITY INS - PUBLIC BUILDING			3,161.67
101 4511 421	2023 GEN LIABILITY INS -			6,500.28

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Invoice</u>	<u>Invoice</u>	<u>Amount</u>
<u>Account Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>	
101 4521 421	POOL 2023 GEN LIABILITY INS - PARKS		7,160.55	
			Vendor Total:	32,821.77
QUILL	QUILL CORPORATION	02/28/2023	2024842	(172.97)
101 4142 426	CREDIT FOR ORDER NEVER REC'D		(172.97)	
QUILL	QUILL CORPORATION	03/08/2023	2031336	(35.00)
101 4192 426	TOILET PAPER - DAMAGED SOME UNUSABLE		(35.00)	
QUILL	QUILL CORPORATION	03/08/2023	2031337	(75.99)
101 4142 426	FLOORMAT SIDEL'S OFFICE - CR B/C DAMAGED		(75.99)	
QUILL	QUILL CORPORATION	02/15/2023	30826664	189.99
101 4511 426	CASH REGISTER FOR POOL		189.99	
QUILL	QUILL CORPORATION	02/16/2023	30866796	175.72
101 4142 426	ORDER NEVER REC'D - TO BE CREDITED		175.72	
QUILL	QUILL CORPORATION	03/01/2023	31103834	75.99
101 4142 426	FLOORMAT SIDEL'S OFFICE - DAMAGED		75.99	
QUILL	QUILL CORPORATION	03/03/2023	31162350	96.98
101 4142 426	SHEET PROTECTORS		26.99	
101 4192 426	TOILET PAPER - GAGE HOUSE (BOX DAMAGED)		69.99	
QUILL	QUILL CORPORATION	03/08/2023	31245483	215.11
101 4192 426	TIMECLOCK RIBBON FOR SHOP		25.99	
101 4192 426	INK FOR HANISCH'S PRINTER		131.95	
101 4142 426	INK FOR STANGELAND'S PRINTER		45.99	
101 4142 426	CALCULATOR RIBBON FOR KUCHTA		11.18	
			Vendor Total:	469.83
RELIA	RELIABANK DAKOTA	03/01/2023	6TH/MUNDT 04/2023	35,096.76
101 4758 441	PRINCIPAL - 6TH/MUNDT PROJECT		30,771.10	
101 4758 442	INTEREST - 6TH/MUNDT PROJECT		4,325.66	
RELIA	RELIABANK DAKOTA	03/01/2023	MICKELSON RD 04/2023	11,739.48
101 4756 441	PRINCIPAL - MICKELSON ROAD PROJECT		6,582.00	
101 4756 442	INTEREST - MICKELSON ROAD PROJECT		5,157.48	
			Vendor Total:	46,836.24
SANFORD	SANFORD HEALTH OCCUPATIONAL MEDICINE CLINIC	02/28/2023	709714	129.00
101 4142 415	ANNUAL ADMIN FEE		129.00	
			Vendor Total:	129.00

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Invoice</u>	<u>Amount</u>	
<u>Account Number</u>						
SDDEP2	SD DEPARTMENT OF REVENUE - AUTO PMTS		03/10/2023	01/2023 SALES-LATE	5.25	
101 4142 4540		JAN PMT LATE DUE TO FEB BLIZZARD			5.25	
SDDEP2	SD DEPARTMENT OF REVENUE - AUTO PMTS		03/10/2023	02/2023 SALES	53.81	
101 4142 4540		SALES TAX DUE - FEBRUARY			53.81	
				Vendor Total:		59.06
SFHUMA	SF AREA HUMANE SOCIETY		03/07/2023	4862	80.38	
101 4412 422		ANIMAL CONTROL - FEBRUARY			80.38	
				Vendor Total:		80.38
SIDETERE	SIDEL, TERESA		03/31/2023	02282023	118.79	
101 4142 427		MILEAGE - SF FOR MTG @ SECOG			14.79	
101 4142 427		MEALS - CITY MGR ASSOC MTG IN PIERRE			44.00	
101 4142 428		FEBRUARY CELL PHONE REIMBURSEMENT			60.00	
				Vendor Total:		118.79
SFNETWORKS	SIOUX FALLS NETWORKS		03/01/2023	12551	142.89	
101 4142 422 2		MAR 2023 IT MAINT SERVICE (9 COMPUTERS)			134.55	
101 4142 422 2		MAR 2023 ANTIVIRUS SOFTWARE (COMPUTER)			8.34	
SFNETWORKS	SIOUX FALLS NETWORKS		03/01/2023	12572	49.98	
101 4142 422 2		MTG REGARDING DSU ANAYLSIS			49.98	
				Vendor Total:		192.87
SIOUXV	SIOUX VALLEY ENERGY		02/28/2023	02282023 STATE	7,703.74	
101 4192 428		ELEC-TAMMEN WEATHER SIREN			64.75	
101 4192 428		ELEC-NEW CITY SHOP			291.85	
101 4192 428		ELEC-OLD CITY SHOP			174.32	
101 4192 428		ELEC-CITY HALL			303.60	
101 4192 428		ELEC-STORAGE BLD BY MEM PARK			86.50	
101 4192 428		ELEC-GAGE HOUSE			234.19	
101 4511 428		ELEC-POOL			95.42	
101 4311 428		ELEC-CROSSING LTS S OF HS			55.51	
101 4311 428		ELEC-BILLBOARDS			284.31	
101 4311 428		ELEC-STREET LIGHTS			5,310.74	
101 4311 428		ELEC-CROSSING LTS N OF HS			94.19	
101 4311 428		ELEC-WELCOME SIGN-HWY 38/WESTERN			87.01	
101 4311 428		ELEC-NEW CROSSWALK SERVICE			56.03	
101 4311 428		ELEC-WELCOME SIGN WESTERN/DIAMOND TRL			85.06	
101 4521 428		ELEC-TURTLE CREEK RR			62.28	
101 4521 428		ELEC-PARK SHELTERS			147.85	
101 4521 428		ELEC-SPORTS COMPLEX			100.00	

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Invoice</u>	<u>Amount</u>
101 4521 428		ELEC-DAVID ROE FIELDS - NORTH LIGHTS			60.13
101 4521 428		ELEC-DAVID ROE FIELDS - EAST LIGHTS			55.00
101 4521 428		ELEC-DAVID ROE FIELDS - WEST LIGHTS			55.00
Vendor Total:					7,703.74
SDDOT	SOUTH DAKOTA DEPARTMENT OF TRANSPORTATION		02/27/2023	S00127692	375.63
101 4311 422		CITY'S SHARE OF BRIDGE INSPECT			375.63
Vendor Total:					375.63
STANHO	STAN HOUSTON EQUIPMENT COMPANY, INC.		03/02/2023	2232293	251.40
101 4311 4251		PERMAPATCH FOR POT HOLE REPAIRS			251.40
Vendor Total:					251.40
SUNSHINE	SUNSHINE FOODS		03/01/2023	030123 STMT	75.21
101 4192 426		POP FOR CITYHALL			21.97
101 4192 426		COFFEE FOR CITY SHOP			23.98
101 4192 426		COFFEE/FILTERS FOR CITY HALL			23.98
101 4142 4273		COOKIES FOR MTG @ CITYHALL			5.28
Vendor Total:					75.21
VERIZO	VERIZON WIRELESS		02/22/2023	9928338614	491.38
101 4192 428		CELLS-PUBLIC WORKS			140.59
101 4192 428		7 PHONE LINES - CITYHALL/SHOP			202.43
101 4142 428		CELL-CHAMBER/EDD			41.83
101 4521 428		CELL SERV-LANDFILL CAMERA			40.01
101 4652 428		CELLS-BP & CODE ENF			66.52
Vendor Total:					491.38
WILBKARE	WILBER, KAREN		03/01/2023	030123 VOUCHER	16.32
101 4142 427		MILEAGE TO/FROM SF-SEAF OG MTG			16.32
Vendor Total:					16.32
Fund Total:					126,932.55
Checking	1	Fund: 510	WWTF CAPITAL PROJECT		
ISG	I & S GROUP, INC		02/28/2023	90266	188,373.75
510 5501 422		WW FACILITY FINAL DESIGN/PERMIT			188,373.75
Vendor Total:					188,373.75
Fund Total:					188,373.75
Checking	1	Fund: 512	CAPITAL PROJECT FUND-HWY 38 WATER EXT		
ISG	I & S GROUP, INC		02/28/2023	90268	1,187.50
512 5501 422		HWY 38 WATERMAIN EXT - PERMIT/DOCS			1,187.50

<u>Vendor ID</u>	<u>Vendor Name</u>		<u>Invoice</u>	<u>Invoice</u>	<u>Amount</u>
<u>Account Number</u>		<u>Description</u>	<u>Date</u>		<u>Amount</u>
					Vendor Total: 1,187.50
					Fund Total: 1,187.50
Checking	1	Fund: 602 WATER FUND			
BADMET	BADGER METER		02/28/2023	80119757	535.78
602 4335 422		FEBRUARY 2023 - FEE TO READ 1204 METERS			535.78
					Vendor Total: 535.78
BANYON	BANYON DATA SYSTEMS, INC.		03/01/2023	163790	420.00
602 4335 422		2023 SUPPORT FEES - UTILITY BILLING			420.00
					Vendor Total: 420.00
CTYSOOFALL	CITY OF SIOUX FALLS		03/13/2023	25748	58.00
602 4335 422		CITY WATER TESTS (FEB)			58.00
					Vendor Total: 58.00
ISG	I & S GROUP, INC		02/28/2023	90265	37.50
602 4334 425		WATER TOWN PROJECT COORDINATION			37.50
					Vendor Total: 37.50
METETECH	METERING & TECHNOLOGY SOLUTIONS		02/21/2023	INV1781	2,403.66
602 4334 426		(1) 3" METER			2,403.66
METETECH	METERING & TECHNOLOGY SOLUTIONS		03/16/2023	INV1977	7,766.34
602 4334 426		48 ENDPOINTS			7,766.34
					Vendor Total: 10,170.00
MINNEH	MINNEHAHA COMMUNITY WATER CORPORATION		03/02/2023	03022023 STATE	13,094.76
602 4334 4261		BULK WATER PURCHASE			13,094.76
					Vendor Total: 13,094.76
PETTY	PETTY CASH		03/10/2023	03102023 VOUCHER	239.36
602 4335 4261		POSTAGE - FEBRUARY W/S BILLS			227.34
602 4335 4261		POSTAGE - W/S DELINQUENT LETTERS			12.02
					Vendor Total: 239.36
PUTHOFF	PUTHOFF INSURANCE AGENCY, INC.		03/14/2023	2023 GL RENEWAL	5,137.83
602 4335 421		2023 GEN LIABILITY INS - WATER			5,137.83
					Vendor Total: 5,137.83
SDASSN	SD ASSN OF RURAL WATER SYSTEMS, INC.		03/01/2023	14897	865.00
602 4335 429		2023 ANNUAL DUES			865.00
					Vendor Total: 865.00
SIOUXV	SIOUX VALLEY ENERGY		02/28/2023	02282023	118.71

<u>Vendor ID</u>	<u>Vendor Name</u>		<u>Invoice</u>	<u>Invoice</u>	<u>Amount</u>
<u>Account Number</u>		<u>Description</u>	<u>Date</u>	STATE	<u>Amount</u>
602 4332 428		ELEC-N WATER TOWER/SIREN			118.71
				Vendor Total:	118.71
USBANKLOAN US BANK TRUST N.A.			03/01/2023	C462104-02	14,572.14
				04/15/23	
602 4441 441		PRINCIPAL PAYMENT			14,073.08
602 4441 442		INTEREST PAYMENT			499.06
USBANKLOAN US BANK TRUST N.A.			03/01/2023	C462104-03	19,157.95
				04/15/23	
602 4442 441		PRINCIPAL PAYMENT			16,695.69
602 4442 442		INTEREST PAYMENT			2,462.26
				Vendor Total:	33,730.09
USPOST US POST OFFICE			02/22/2023	022023	145.00
602 4335 4261		ANNUAL PERMIT (#11) FEE			145.00
				Vendor Total:	145.00
				Fund Total:	64,552.03
Checking	1	Fund: 604 SEWER FUND			
BADMET BADGER METER			02/28/2023	80119757	535.78
604 6040 422		FEBRUARY 2023 - FEE TO READ 1204 METERS			535.78
				Vendor Total:	535.78
BANYON BANYON DATA SYSTEMS, INC.			03/01/2023	163790	420.00
604 6040 422		2023 SUPPORT FEES - UTILITY BILLING			420.00
				Vendor Total:	420.00
CTYHART CITY OF HARTFORD			02/28/2023	02282023 STMT	80.21
604 6040 428		W/S-SEWER PLANT			80.21
				Vendor Total:	80.21
MARC MID-AMERICAN RESEARCH CHEMICAL			03/07/2023	0785176-IN	2,185.50
604 6040 426		SEWER SUPPLIES			2,185.50
				Vendor Total:	2,185.50
MIDAME MIDAMERICAN ENERGY COMPANY			02/21/2023	02212023 STATE	243.48
604 6040 428		GAS-SEWER PLANT			243.48
				Vendor Total:	243.48
PETTY PETTY CASH			03/10/2023	03102023 VOUCHER	239.36
604 6040 4261		POSTAGE - FEBRUARY W/S BILLS			227.33
604 6040 4261		POSTAGE - W/S DELINQUENT LETTERS			12.03
				Vendor Total:	239.36
PUTHOFF PUTHOFF INSURANCE AGENCY, INC.			03/14/2023	2023 GL RENEWAL	4,940.40

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Invoice</u>	<u>Amount</u>
604 6040 421		2023 GEN LIABILITY INS - SEWER			4,940.40
Vendor Total:					4,940.40
RELIA	RELIABANK DAKOTA		03/01/2023	WWTF LAND	31,726.77
				04/2023	
604 4331 441		PRINCIPAL - WWTF LAND			30,130.79
604 4331 442		INTEREST - WWTF LAND			1,595.98
Vendor Total:					31,726.77
SIOUXV	SIOUX VALLEY ENERGY		02/28/2023	02282023	3,478.35
				STATE	
604 6040 428		ELEC-MAIN LIFT STATION			1,429.70
604 6040 428		ELEC-WASTE WATER LAGOONS			1,753.91
604 6040 428		ELEC-SAGEHORN LIFT STATION			67.11
604 6040 428		ELEC-MICKELSON/HWY 38 LIFT STATION			227.63
Vendor Total:					3,478.35
USBANKLOAN	US BANK TRUST N.A.		03/01/2023	C461104-04	9,793.83
				04/15/23	
604 4327 441		PRINCIPAL PAYMENT			9,458.41
604 4327 442		INTEREST PAYMENT			335.42
USBANKLOAN	US BANK TRUST N.A.		03/01/2023	C461104-05	8,927.09
				04/15/23	
604 4328 441		PRINCIPAL PAYMENT			7,411.04
604 4328 442		INTEREST PAYMENT			1,516.05
USBANKLOAN	US BANK TRUST N.A.		03/01/2023	C461104-06	17,591.60
				04/15/23	
604 4329 441		PRINCIPAL PAYMENT			9,202.21
604 4329 442		INTEREST PAYMENT			8,389.39
Vendor Total:					36,312.52
USPOST	US POST OFFICE		02/22/2023	022023	145.00
604 6040 4261		ANNUAL PERMIT (#11) FEE			145.00
Vendor Total:					145.00
Fund Total:					80,307.37
Checking Account Total:					461,353.20

Check Register by Type
Prepaid Checks

<u>Check Number</u>	<u>Check Date</u>	<u>Cleared</u>	<u>Void</u>	<u>Void Date</u>	<u>Entity ID</u>	<u>Entity Name</u>	<u>Check Amount</u>
46236	03/02/2023				SDMUNI	SD MUNICIPAL LEAGUE	50.00
46243	03/08/2023				HARTCHAM	HARTFORD AREA CHAMBER OF COMMERCE	32,000.00
46244	03/08/2023				HARTF4	HARTFORD AREA DEVELOPMENT FOUNDATION	55,590.00
Checking Account ID: 1					Void Total:	0.00	Total without Voids: <u>87,640.00</u>
Check Type Total: Check					Void Total:	0.00	Total without Voids: <u>87,640.00</u>
Payee Type Total: Vendor					Void Total:	0.00	Total without Voids: <u>87,640.00</u>
Grand Total:					Void Total:	0.00	Total without Voids: <u>87,640.00</u>



Agenda Item Staff Report

DATE: March 21, 2023

AGENDA ITEM: Special Event Application – Miles 4 Murphy 5K

PREPARED BY: Teresa Sidel, City Administrator

Staff Recommendation: Approve as presented

Background/Summary:

The West Central National Honor Society has submitted a special event application to conduct a 5K run upon city streets with the central location being the city park. This is a fundraiser for the Murphy Scholarship in honor of Kier Murphy. This event will be held on Saturday, April 29th from 8:30am to 11:00am. In the past we have allowed them to conduct this event on city streets and utilize the city's paint marker to mark the route. The application fee has been paid.

Prior Council/Board Action:

None on this application but this event has been approved by the council for the past several years.

Possible Action:

1. Approve – Will allow the event to take place as specified in the application.
2. Disapprove – Will not allow the event to take place.
3. Approve with conditionals – The city council can approve with modifications, restrictions, or placement of conditions such as altering the closure area or time of the event.

Fiscal Impact:

Minor. Use of city paint, which is a low cost, but the event may draw participants that spend within the city and generate some sales tax dollars.

Attachments:

- Special Event Application
- Map of Route

APPLICATION FOR A SPECIAL EVENTS PERMIT

(No Alcohol Usage)

West Central High School National Honor Society / JoAnne Bohl (advisor) (organization/applicant), hereby makes application to the City of Hartford, South Dakota, to conduct an event described as follows:

miles 4 Murphy Fun Walk/ run 5-K

Such event shall be conducted on the 29th day of April, 2023 (Sat) between the hours of 8:30 am and 11:00 am.

The area of public property, street, alley, highway or public sidewalk upon which such event shall be conducted is as follows:

City park and surrounding streets (see attached for map)

Address of Event: Hartford City Park

I certify that this organization/applicant meets all criteria on front and back of this form.

JoAnne C. Bohl
Signature

March 15, 2023
Date

Organization: WCHS National Honor Society

Applicant: JoAnne Bohl WCHS

Address: Hartford, SD 57033

Phone Number: ~~(605) 528-6236~~ 605-528-6236

Email: joanne-bohl@k12.sd.us

Application Fee: \$20 Cash _____ Check# X Credit Card _____
#4862

THIS PORTION FOR OFFICE USE

The undersigned, City Finance Officer of Hartford, South Dakota, hereby certifies that the foregoing application has been considered and approved this _____ day of _____, 20____, and that the \$20 application fee have been thereof received.

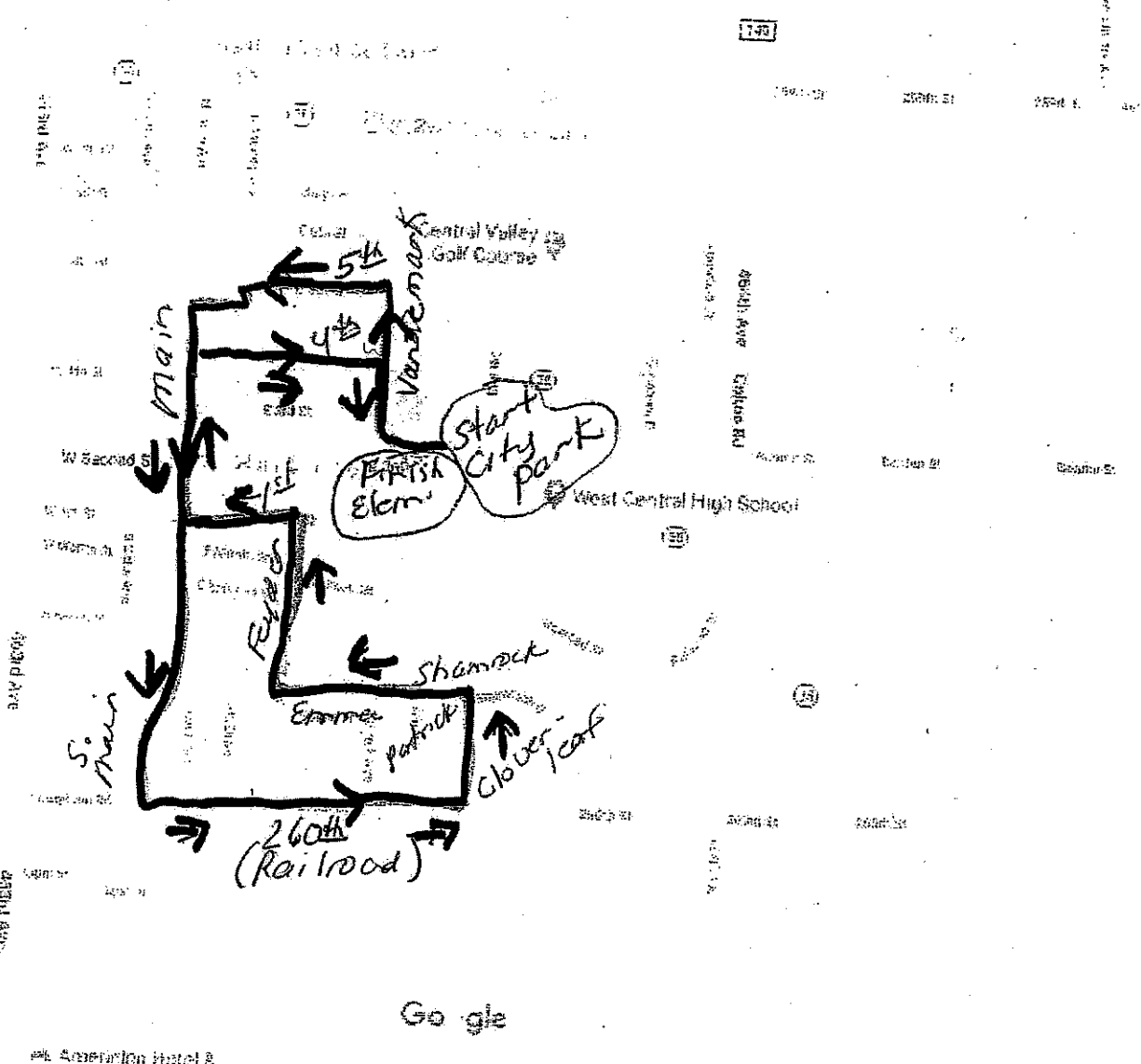
Signature

Date

Mark N/A by all that do not pertain to your event.

- 1) Applicant must provide the City with commercial general liability insurance that names the City of Hartford as an additional insured – covering the duration of the event. NA
- 2) Applicant must plan a route for emergency vehicles and contact Hartford Fire & Rescue to determine need for EMS presence at the event. NA
- 3) Applicant must supply sufficient security control. NA
- 4) Applicant must verify that ample parking is available. NA
- 5) Applicant must supply garbage receptacles. NA
- 6) Applicant must supply public restroom facilities (portable toilets). NA
- 7) Applicant must supply clean-up crew. ✓ JA

Please initial each of the above verifying compliance.



Go gle

Map data ©2018 Google 1000 ft



Agenda Item Staff Report

DATE: March 14, 2023

AGENDA ITEM: Resolution 2023-4 Authorizing Application for SRF Funding for Hwy 38 Water Loop Project

PREPARED BY: Teresa Sidel, City Administrator

Staff Recommendation: Approval of Resolution 2023-4

Background/Summary:

The city's capital improvement plan identified a water connection that was needed to loop the system and allow future connections as the city expands. This water main will run from intersection at Railroad St and Vandemark Ave east along Railroad St, under highway 38, and north along the Colton Road, eventually connection at the intersection of Colton Road & 2nd Street. ISG has completed plans for the project and it is ready for bid. Engineer estimates for this project is \$990,800.00. Financing for the project was discussed at the city's 2/21 council meeting. It was approved by the city council to utilize \$500,000 from the city's water fund reserve account and apply for an SRF Loan for the balance of \$490,800. An SRF loan will yield the city the best interest rate and would give us a longer repayment period than a private bank, allowing better cash flow. Since our water revenue to debt ratio is high, this SRF loan will not require a surcharge, we will be able to pledge system revenues for repayment. In order to move forward with a SRF loan, the city must authorize an application and designate a representative to certify and sign payment requests. Resolution 2023-4 states the city is applying for an SRF loan in the amount of \$490,800, that the Mayor or Council President can sign the application, and that the Mayor or Council President can certify and sign any payment requests.

Prior Council/Board Action:

1/4/2023 – City Council approved moving forward with bid letting for this project.

2/21/2023 – City Council approved utilizing SRF and Water Reserve Funds for Financing of this project.

Possible Action:

1. Approve Resolution 2023-4
2. Do not approve Resolution 2023-4

Fiscal Impact:

The city's budget did include financing of this project with loan funds. It was the consensus of the city council to utilize \$500,000 from the city's water fund reserves and utilize an SRF loan for the estimated balance.

Attachments:

- Resolution 2023-4

RESOLUTION NO. 2023-4

RESOLUTION AUTHORIZING AN APPLICATION FOR FINANCIAL ASSISTANCE, AUTHORIZING THE EXECUTION AND SUBMITTAL OF THE APPLICATION, AND DESIGNATING AN AUTHORIZED REPRESENTATIVE TO CERTIFY AND SIGN PAYMENT REQUESTS.

WHEREAS, the City of Hartford (the “City”) has determined it is necessary to proceed with improvements to its Water System, including but not limited to the Highway 38 Water Loop project (the “Project”); and

WHEREAS, the City has determined that financial assistance will be necessary to undertake the Project and an application for financial assistance to the South Dakota Board of Water and Natural Resources (the “Board”) will be prepared; and

WHEREAS, it is necessary to designate an authorized representative to execute and submit the Application on behalf of the City and to certify and sign payment requests in the event financial assistance is awarded for the Project,

NOW THEREFORE BE IT RESOLVED by the City as follows:

1. The City hereby approves the submission of an Application for financial assistance in an amount not to exceed \$490,800 to the South Dakota Board of Water and Natural Resources for the Project.
2. The Mayor or Council President is hereby authorized to execute the Application and submit it to the South Dakota Board of Water and Natural Resources, and to execute and deliver such other documents and perform all acts necessary to effectuate the Application for financial assistance.
3. The Mayor or Council President is hereby designated as the authorized representative of the City to do all things on its behalf to certify and sign payment requests in the event financial assistance is awarded for the Project.

Adopted at Hartford, South Dakota, this 21st day of March, 2023.

APPROVED:

Arden Jones, Mayor
City of Hartford

Attest: _____
City Finance Officer



Agenda Item Staff Report

DATE: March 14, 2023

AGENDA ITEM: Resolution 2023-5 Transfer Reserve Funds from the Water Fund to the Hwy 38 Water Loop Project Fund

PREPARED BY: Teresa Sidel, City Administrator

Staff Recommendation: Approval of Resolution 2023-5

Background/Summary:

The city's capital improvement plan identified a water connection that was needed to loop the system and allow future connections as the city expands. This water main will run from intersection at Railroad St and Vandemark Ave east along Railroad St, under highway 38, and north along the Colton Road, eventually connection at the intersection of Colton Road & 2nd Street. ISG has completed plans for the project and it is ready for bid. Engineer estimates for this project is \$990,800.00. Financing for the project was discussed at the city's 2/21 council meeting. It was approved by the city council to utilize \$500,000 from the city's water fund reserve account and apply for an SRF Loan for the balance of \$490,800. Resolution 2023-5 would transfer \$500,000 in cash from the water fund to the Hwy 38 Water Loop Project Fund for partial financing of this project.

Prior Council/Board Action:

1/4/2023 – City Council approved moving forward with bid letting for this project.

2/21/2023 – City Council approved utilizing SRF and Water Reserve Funds for Financing of this project.

Possible Action:

1. Approve Resolution 2023-5
2. Do not approve Resolution 2023-5

Fiscal Impact:

The city's budget did include financing of this project with loan funds. It was the consensus of the city council to utilize \$500,000 from the city's water fund reserves and utilize an SRF loan for the estimated balance.

Attachments:

- Resolution 2023-5

RESOLUTION # 2023-5

**Resolution to Transfer Reserves from the Water Fund to the Hwy 38 Water Loop
Project Fund**

WHEREAS, it is the intent of the City of Hartford to construct a water main along E Railroad Street to the Colton Road to provide a water loop connection for the city;

WHEREAS, the City of Hartford set up a Hwy 38 water loop project fund (512) in 2023 to track revenues and expenses for the Hwy 38 water loop project;

WHEREAS, the City of plans to fund this project with city reserves and a state revolving fund loan;

NOW, THEREFORE, LET IT BE RESOLVED, that the amount of \$500,000.00 be transferred from the Water Fund (602) reserve account to the Hwy 38 Water Loop Project Fund (512) reserve account and all expenses and revenues for the Hwy 38 water loop project be recorded in Fund 512.

Dated this 21st day of March 2023

Arden Jones
Mayor

ATTEST:

Karen Wilber
Finance Officer

(Seal)



Agenda Item Staff Report

DATE: March 14, 2023

AGENDA ITEM: 1st Reading of Ordinance #739 – Update Fines and Fees

PREPARED BY: Teresa Sidel, City Administrator

Staff Recommendation: Approve 1st Reading of Ordinance #739

Background/Summary:

The city has adopted a fines and fee schedule by Ordinance. This schedule lists all current fines and fees that have been set by the city. It was last reviewed and updated in 2021. At the city's last council meeting, the council agreed to change the fees on our swimming pool passes. The fine and fee schedule was updated to reflect these changes (shown in red). The only other change, that is also shown in red, is the addition of the fee for an annual golf cart permit and the fine for any golf cart violation. Both of these amounts are outlined in our municipal ordinance (Chapter 7.09) but were not previously added to our fines and fee ordinance. All other amounts have stayed the same.

Prior Council/Board Action:

10/19/21 – City Council approved Ordinance #718, which was a full review and update of the city's current fines and fee schedule.

Possible Action:

1. Approve 1st Reading of Ordinance #739
2. Do not approve 1st Reading of Ordinance #739
3. Amend Ordinance #739

Fiscal Impact:

None Directly, but all fines and fees generate income for the city.

Attachments:

- **Ordinance #739**

MUNICIPAL ORDINANCE #739 Fines & Fees

An Ordinance of the City of Hartford, South Dakota, amending Ordinance #718 - Fines and Fees

WHEREAS, the City of Hartford has implementing the following fines and fees:

DESCRIPTION	FEE/FINE
Swimming Pool Individual Season Pass	\$40.00 per person with a cap of \$160 per household
Swimming Pool Daily Admission Pass	\$4.00
Swimming Pool Party (up to 15 people)	\$100.00
Swimming Pool Party (16 to 29 people)	\$150.00
Swimming Pool Party (30 to 44 people)	\$200.00
Special Alcoholic Beverage License	\$100.00
Off-Sale Package Liquor License (PL)	\$500.00 *max state allowed
On-Sale Retail Liquor License (RL)	\$1,500.00 *max state allowed
On/Off Sale Malt Beverage & On/Off Sale SD Farm Wine License (RB)	\$300.00 *max state allowed
On-Off Sale Wine & Cider License	\$500 *max state allowed
On-Premise Full-Service Restaurant Liquor License	\$3,354 *set by census population - \$1.00 per capita
Liquor Publication Fee per License	\$20.00
Liquor License Transfer Fee per License	\$150.00 *max state allowed
Video Lottery Fee per Machine	\$50.00 *max state allowed
Commercial Garbage Haulers License	\$250.00/per year
Peddler's License	\$50.00 per license
Residential Contractor's License	\$100.00/three year license
Residential Water Hook Up Fee	\$750.00
Residential Sewer Hook Up Fee	\$750.00
Commercial Water Hook Up Fee	\$750.00 (extra units \$25 each additional)
Commercial Sewer Hook Up Fee	\$750.00 (extra units \$25 each additional)
Neutered Animal License Fee	\$5.00
Non-neutered Animal License Fee	\$10.00
Animals: Failure to License Animal	within 72 hours \$50/after 72 hours \$75
Animals: Disturbing the Peace	within 72 hours \$50/after 72 hours \$75
Animals: No collar w/rabies tag	within 72 hours \$50/after 72 hours \$75
Animals: Running at Large - 1st Offense	within 72 hours \$50/after 72 hours \$75
Animals: Running at Large - Repeat Offense	within 72 hours \$100/after 72 hours \$150
Variance Administrative Fee	\$100.00
Zoning Amendment Administration Fee	\$100.00
Special Exception/Conditional Use Permit Adm Fee	\$100.00
Special Event Permit	\$20.00
Special City Council Meeting (paid prior to meeting)	\$525.00/each meeting
Special Planning & Zoning Meeting (paid prior to meeting)	\$350.00/each meeting
Water/Sewer Customer Deposit for service - Owner	75.00, refund issued if final bill is less than deposit, no early refund
Water/Sewer Customer Deposit for service - Renter	125.00 refund issued if final bill is less than deposit, no early refund
Abatement of a Nuisance, Weeds, or other problems	\$250.00 per hour per man-Mimumum 1 hour; plus all other costs. Re: equipment, parts, supplies, etc.
Building Without a Permit	\$200.00 per day
Violation of Building Code	\$200.00 per day
Violation of Zoning Ordinances	\$200.00 per day
Violation of Subdivision Regulations	\$100.00
Curfew Violation	\$100.00 per offense
Park: After Hours Violation	\$100.00 per offense
Illegal Dumping at Yard Waste Disposal Site	\$200.00
Motorized Vehicle/Equipment on Bike/Pedestrian Path	\$200.00 per offense
Burning in City Limits	\$100.00 per offense
Winter Sump Pump Permit	\$50.00 per season
Sump Pump/GroundWater in Sewer System Violation	\$200.00 per day
Violation of Sewer Use	\$200.00 per day
Return Check Penalty	\$30.00
Improper Parking: Double Parking or Facing the wrong way	within 72 hours \$10/after 72 hours \$25
Prohibited Parking Ticket	within 72 hours \$75/after 72 hours \$100

Abandoned Vehicle	within 72 hours \$75/after 72 hours \$100
Obstructing Snow Removal Ticket	within 72 hours \$75/after 72 hours \$100
Parking in Handicapped Stall Ticket	within 72 hours \$100/after 72 hours \$150
Golf Cart Annual Permit	\$20.00 per year
Golf Cart Violation	\$200.00
Junk Vehicle violation	\$100.00 per day
Water/Sewer Bill delinquent after the 15th/each month	\$20.00
Water Meter Reading not submitted by 28th/each month	\$20.00/service charges
Statement not paid in 30 days plus every 30 days thereafter	\$20.00 late fee
Public Nudity/Strip Dancing Violation	\$200.00
Bulk Water Sales	\$6.00 per 1,000 gallons
Building permit for projects over \$2000	\$60 for the first \$5,000 valuation and \$2 per each additional thousand or fraction thereof of valuation
Building permit for projects under \$2000	\$20 for the first \$2,000 valuation
Building permit for new residential construction	Fees are \$60.00 for the first \$5,000 of valuation plus \$2 per each additional thousand or fraction thereof.
Commercial building permit	\$100 for the first \$50,000 valuation and \$2 per each additional thousand of valuation or fraction thereof.
Park Surcharge on Commercial Permits	surcharge of 1/2 of 1% (.005) of the valuation for permits up to one million plus 1/10 of 1% (.001) for valuations between 1 million and 5 million and no park fund fee charged on permits above 5 million
Park Surcharge on Residential Permits	surcharge of .003 to a maximum of \$1000.00
No Specific Penalty Provided	\$200.00 per day

BE IT RESOLVED the City Council of the City of Hartford hereby authorizes these fees and fine charges to take effect immediately upon adoption of this ordinance and hereby designates these charges to be enforced and collected by the appropriate agency.

ADOPTED this 4th day of April 2023

Mayor Arden Jones

(city seal)

ATTEST:

Karen Wilber, Finance Officer

First Reading: March 21, 2023

2nd Reading & Adoption: April 4, 2023

Publication Date: April 7, 2023



Agenda Item Staff Report

DATE: March 14, 2023

AGENDA ITEM: Update Voting Wards

PREPARED BY: Teresa Sidel, City Administrator

Staff Recommendation: Approve Voting Ward Map and 1st Reading of Ordinance #740

Background/Summary:

With the annexation of new property within city limits, the city needs to update our voting ward map for submission to the county. Currently, all the newly annexed land do not have any existing residents so the population per ward will not change from our current map, which was adopted in 2021 after the decennial census. As this land develops, the city will need to review the population each year and determine if there needs to be a shift in wards. After talking with SECOG, it made sense to us to place the new parcels north of 2nd Street in Ward 1 and the new parcels south of 2nd street in Ward 2 – that is what is reflected on the map. The new parcels are outlined in bold on the map. To fully update our ward map, the city is required to do 2 things:

1. Approve the Ward Map
2. Approve Ordinance #740, which updates the verbiage in our municipal ordinance for Wards and Voting precincts.

Prior Council/Board Action:

None

Possible Action:

1. Approve updated voting ward map and 1st Reading of Ordinance #740
2. Do not approve updated voting ward map and 1st Reading of Ordinance #740

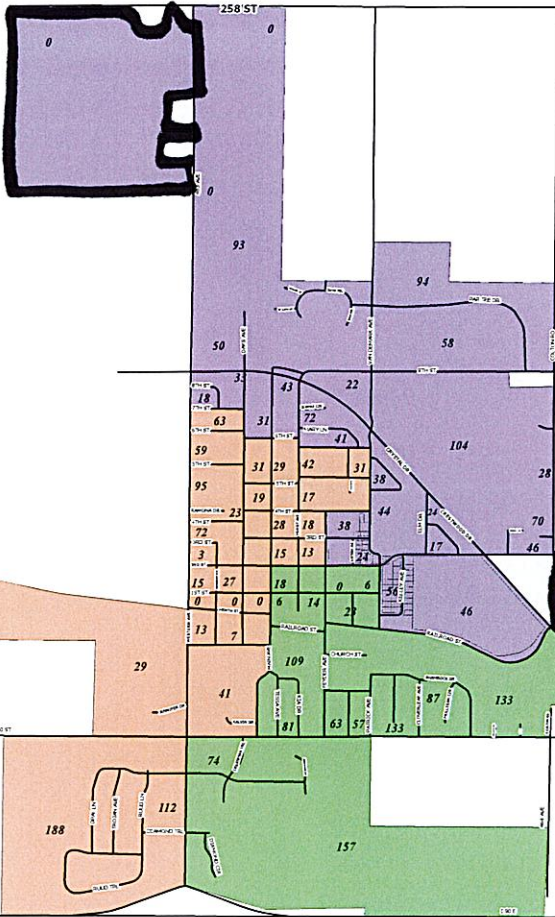
Fiscal Impact:

None

Attachments:

- Updated Ward Map
- Ordinance #740

CITY OF HARTFORD, SOUTH DAKOTA City Ward Map



Legend

- Ward 1
- Ward 2
- Ward 3
- Roads

Deviation:
Total Deviation: 8.41%

Ward 1: 3.04%
Ward 2: 1,152
Ward 3: **-5.36%**

Total Population: 3,354
Optimal District Population: 1,118

SECORG
SOUTH EASTERN COUNCIL OF GOVERNMENTS
SOUTH DAKOTA

0 462.5 925 1,850 2,775 3,700 Feet

Updated on: 03/14/2023

ORDINANCE NO. 740

AN ORDINANCE OF THE CITY OF HARTFORD, SD, AMENDING THE REVISED MUNICIPAL ORDINANCES OF THE CITY OF HARTFORD BY AMENDING CHAPTER 2.02, WARDS AND VOTING PRECINCTS.

BE IT ORDAINED BY THE CITY OF HARTFORD, SD:

Section 1. That the Revised Municipal Ordinances of Hartford, SD, are hereby amended by changing Chapter 2.02 to read as follows:

CHAPTER 2.02 – WARDS AND VOTING PRECINCTS

2.0201 Wards and Voting Precincts. The City shall be divided into three wards, which shall be combined and consolidated into one election precinct, and shall be designated respectively as Wards One, Two, and Three. The wards shall be described by stating the certain street or avenue designations or other landmarks that divide and border the wards. Any reference to street or avenue below shall mean an imaginary line running down the approximate middle of each street or avenue. The wards of the City of Hartford are as set forth below and the city ward map dated March 13, 2023 thereof on file in the office of the Finance Officer. Any discrepancies shall be resolved by reference to the map rather than the physical descriptions set forth herein.

The First Ward shall include all of that part of the City east of 463 Avenue located between 7th Street and 258th Street. It shall also include all of that part of the City west of 463rd Avenue located between SD Highway 38 and 258th Street. It shall also include all of that part of the City east of Oaks Avenue located between 6th Street and 258th Street. It shall also include all of that part of the City east of Van Demark Avenue located between Railroad Street and 258 Street. It shall also include all of the part of the City east of Feyder Avenue and west of Van Demark Avenue located between 2nd Street and 4th Street. It shall also include all of the part of the City east of 464th Avenue and north of 2nd Street.

The Second Ward shall include all of that part of the City west of Western Avenue located north of Interstate 90. It shall also include all of that part of the city east of Western Avenue located between 7th Street and Mickelson Road. It shall also include all of that part of the City east of Oaks Avenue located between 6th Street and South Street. It shall also include all of that park of the City east of Main Avenue, 2nd Street, and 6th Street. It shall also include all of the part of the City east of Feyder Avenue and west of Van Demark Avenue located between 6th Street and 4th Street.

The Third Ward shall include all of that part of the City east of Western Avenue located between Mickelson Road and Interstate 90. It shall also include all of that part of the City east of Main Avenue and west of Van Demark Avenue located between 2nd Street and Mickelson Road. It shall also include all of that part of the City south of Railroad

Street and south of South Dakota Highway 38. It shall also include all of that part of the City east of 464th Avenue and south of 2nd Street.

Adopted this 4th day of April, 2023

Mayor Arden Jones

ATTEST:

Finance Officer Karen Wilber

Seal

First Reading: March 21, 2023
Second Reading & Adoption: April 4, 2023
Publication: April 14, 2023
Effective Date: May 4, 2023

Hartford Area Fire and Rescue

March City Council Report

February Call Recap

27 Total Calls

13 City of Hartford

March Training

EMS Simluation truck, patient assessment

Fire Roles and responsibilities, Accountability, Rapid Intervention Crew

Combined SCBA maintenance and post call clean up

Other



Hartford Area Chamber of Commerce

Continued onboarding for new members where the board of directors, each committee and the CEDD take part in implementation.

Committee Reviews

Ambassador Committee

(**Lana Snyder**, Sherri Goebel, Lexi Nelson, Roxy Whalen, Jean Rodriguez, Lynnae Redenius & Casie Goebel):

- Monthly welcome bags
 - Create cards for the apartment/townhomes for welcome bags - Ongoing
- Continued efforts on contacting current and new members.
 - Will be going door to door to visit members.
- Need to order more bags soon. Possible sponsorship opportunity with a member
- Inventory of member items for next set of bags.

Events Committee

(Dr. Joel Martens, Brian Grocott, Mark O'Hara, Jeremy Johnson, Pat DeGroot):

- Hartford Block Party – planning in process.
- Discussed participating in Jamboree Days – possible float to promote the Chamber.
- Added Pat DeGroot, Mosquito/Pest Authority to the Events Committee.

Marketing Committee

(Amy Larson, Brittany Glanzer, Stacy Wengler, Stephanie Minckler, Dr. Kim Yingst):

- Adding new member social media posts - ongoing
- Working to add social media posts for Legacy Leaders – done and are scheduled for FB
- Working to add board member profiles on social media - ongoing
- Assisting on newsletter and other promotional items as needed
- Actively working on Discover Hartford, May 1st – 6th

CEDD

- Scheduling breakfast/luncheons/Mixers
- Ribbon cuttings
- Continued work on the mobile app – App My Community.
 - Added and Easter egg hunt for encourage people to download and learn the app
- Continued updates to Chamber website
- Continued work on membership printed list for welcome bags – ongoing
- Weekly E-Newsletter - ongoing
- Visiting with members wanting to join committees and get more involved.
- Participating on Zoom calls with the SD Chamber of Commerce pertaining to legislative issues.
- Designing digital newsletter will be available for viewing this week
- Designing member contact forms for new members, 30 day call, 90 days and 120 days



UPCOMING EVENTS/MEETINGS:

EVENTS

MEETINGS

Wednesday, March 22

Hartford Area Development Foundation meeting, 7:30 a.m., Stomping Grounds, 700 Vandemark Ave.

Monday, March 27

Board of Directors meeting, 5:00 p.m., City Hall, 125 N. Main Ave.

Parks and Rec., 6:30 p.m., City Hall, 125 N. Main Ave.

Tuesday, March 28

Planning & Zoning, 7:00 p.m., City Hall, 125 N. Main Ave.

Wednesday, March 29

Hartford Area Development Foundation meeting, 7:30 a.m., Stomping Grounds, 700 Vandemark Ave.

APRIL

Tuesday, April 4

Ambassador Committee meeting, 7:00 a.m., Stomping Grounds, 700 Vandemark Ave.

City Council, 7:00 p.m., City Hall, 125 N. Main Ave.

Wednesday, April 5

Hartford Area Development Foundation meeting, 7:30 a.m., Stomping Grounds, 700 Vandemark Ave

Thursday, April 6

Executive Board of Directors meeting, 7:15 a.m., Stomping Grounds, 700 Vandemark Ave.

Tuesday, April 11

Marketing Committee Meeting, Noon, Stomping Grounds, 700 Vandemark Ave.

Planning & Zoning, 7:00 p.m., City Hall, 125 N. Main Ave.

Wednesday, April 12

Hartford Area Development Foundation meeting, 7:30 a.m., Stomping Grounds, 700 Vandemark Ave.

Thursday, April 13

Events Committee meeting, 8:30 a.m., Stomping Grounds, 700 Vandemark Ave.

Tuesday, April 18

City Council, 7:00 p.m., City Hall, 125 N. Main Ave.

Wednesday, April 19

Hartford Area Development Foundation meeting, 7:30 a.m., Stomping Grounds, 700 Vandemark Ave.

Monday, April 24

Board of Directors meeting, 5:00 p.m., City Hall, 125 N. Main Ave.

Parks and Rec., 6:30 p.m., City Hall, 125 N. Main Ave.



Hartford Area Development Foundation

- Continued efforts meeting with prospective landowners and purchase opportunities.
 - o Creating a spreadsheet for contacts of landowners and what they plan to do with their land if anything (ongoing).
- Continued meetings with developers, and investors.
 - o Assisting them with land options and connecting them to the right interests.
 - o HADF purchased 142 acres of land for future development.
 - o HADF purchased 47 acres of land for future development.
 - Working with Infrastructure Design on concepts for both parcels of land.
- Continued efforts on RFI's from GOED and businesses that have interests in Hartford.
- Envision 2025 invoicing and retention efforts.
 - o Creating list for future investors – ongoing
 - o Invoicing when needed.
 - o Retention efforts.
- Invites to area developers and other economic related speakers to speak at upcoming HADF monthly meetings – ongoing.
 - o Additional request for speakers: PUC Rep., Scott J. Buss, MCWC other candidates for Minnehaha County Commission and others as directed.
- Continued work on HADF website.
- GOED video should be ready in Q1 of 2023. Last week of March
- Participating on Thriverr Zoom calls.
- Made Board member books for HADF members.
- Scheduling Envision Annual Meeting for some time in April.

Upcoming Meetings:

HADF Board Meetings

Wednesday, March 22, 7:30 a.m., Stomping Grounds

Wednesday, March 29, 7:30 a.m., Stomping Grounds

Sioux Metro Growth Alliance Meetings @11:30 a.m.

April 19th (Xcel Energy Sioux Falls)

May 17th (First Dakota National Bank, Salem)

June 21st (Crooks Community Center)

July – NO MEETING

August 16th (Canton)

September 20th (Humboldt Area)

October 18th (Good Earth State Park)

November 15 (Taopi Hall, Colton)

December – NO MEETING



Special SMGA Meetings/Events

Minnehaha County Bus Tour – May 9th

Gold Shovel Golf Classic, Spring Creek – June 28th

Lincoln County Bus Tour – August 15th

Grow Smarter Conference, Brandon – September (pending)

Future Economic Development Learning Opportunities:

Zoom Call for HEDC Course – March 30th from 8 to 10:30 a.m.

Heartland Economic Development Course in April 2023, Blue Springs, MO – scheduled to attend.

To: City of Hartford
From: ISG
Date: March 21st, 2023
cc: Teresa Sidel

SINCE LAST MEETING

- Currently reviewing Cresswood subdivision plans
- Working through comments on the Elementary School Plans

ONGOING AGENDA ITEMS

- Knapp's Landing Phase 1 and 2 and Turtle Creek Punchlists – No update

6TH & MUNDT ROADWAY RECONSTRUCTION – NO CHANGE

Substantial completion has been met for the project – punchlist items remain to bring the project to final completion. Zacharias Construction plans to complete punchlist items in the spring when the weather is favorable. ISG will review items in the spring for final acceptance.

Generally, the punchlist includes cleaning debris from storm sewer structures, adjusting cleanouts, valves, and castings to the finished surface, seeding and final stabilization of all soil disturbed, removing debris from the curb and gutter, adjusting street signs, and replacing concrete in areas that have cracked.

WATER TOWER PAINTING

The tower logo and colors have been selected and we are coordinating logo size. The selected logo is the full Live Lively! logo. Maguire has indicated they plan to paint the logo in June and anticipate it will take a week.

WATER RESOURCE RECOVERY FACILITY

General:

Water Resource Recovery Facility is a mechanical plant for treating an average design flow rate of 1.56 million gallon per day (MGD) of wastewater. Wastewater will be collected by gravity to a new lift station northwest of the Interstate-90 and Highway 38 interchange, 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.

Design:

Water Resource Recovery Facility design is progressing well. Design documents have been submitted to the SD DANR for review.

- The process flow has been laid out and equipment has been to the 3-D model. We have developed the Piping and Instrument Diagram (P&ID) to show the pipe network from the existing sewer to the proposed outfall.
- Civil Team is reviewing easements for both the gravity collection line and outfall line.
 - We met with landowners along the gravity sewer to discuss routing and easement widths.



- Plan sheets were provided for their review and we are expecting future construction plans from them to coordinate and ensure we aren't hindering their developments.
- Civil team will work with necessary agencies for permitting purposes as design progresses.
 - We have engaged our internal permitting team to prepare documents for permitting along Turtle Creek and various wetlands with SD DANR and U.S. Army Corps of Engineers
 - We have begun the SD DOT permitting process for temporary site accesses and utility crossings
- Utilities have been contacted with usage expectations to prepare for electrical, water, and natural gas service.
- We meet with the City Staff biweekly to review design, discuss options, and answer questions

Schedule and Milestones:

March 3, 2023: Plans & Specifications submitted to DANR for 30-day review and approval. *(completed)*
Permit documents also provided to City staff for review

March 31, 2023: Revised Cost model to City. City to decide whether to proceed or revisit cost-saving measures.

April 2023: DANR review of plans complete, make revisions to plan per DANR comments (if needed)

If City proceeds with Cost Model as presented on 3/31

4/5-5/19: Finalize Drawings, advertise and receive proposals

5/22-5/26: Review proposals and finalize GMP

5/29-6/2: Prepare for Council Meeting

6/6: Council Update & Approval

6/7-6/16: Contracts

Anytime Thereafter: Break Ground

If City does not proceed with Cost Model as presented on 3/31, City Elects to revisit Cost-saving measures

4/5-4/28: Work on reducing costs, revised cost model to City

5/2: Council Update

5/3-6/16: Finalize Drawings, advertise and receive proposals

6/19-6/23: Review proposals and finalize GMP

6/26-6/30: Prepare for Council Meeting

1st July Meeting: Council Update and Approval

7/6-7/14: Contracts

Anytime Thereafter: Break Ground

Tentative Construction Sequence

2023: Aeromod tank, Operations building footings, site utilities

2024: Operations building

TBD: Gravity collection system

January 1, 2026: New Effluent Limits in Effect

ISG, the City, and Rice Lake continue to meet biweekly to discuss equipment selection, site layouts, and other considerations. The City's preferences arising from our meeting and the project implications provided by Rice Lake are then updated and reflected in the plans.

BIKE AND REC TRAIL – MAIN TO FEYDER

ISG is working with City staff to develop a plan that is constructable and permissible due to the limited availability of land on the north side of Turtle Creek. City staff has been in contact with SD Game, Fish, and Parks (GFP) regarding variances with design requirements. A revised layout and cost estimate has been provided to the City for review by the SD GFP. We have requested further information from FEMA regarding the existing creek model. Once the current model has been received, we will compare it to the revised layout model.

STORM SHELTER – NO CHANGE

The revised change of scope information has been sent to SECOG where it was compiled and submitted to FEMA for review. We anticipate the FEMA review process will take several months.

After a determination has been made on the change of scope packet, we will begin design of the project. As part of the design process, we will meet with City staff to review as the design progresses. Depending on the review period length and adjusted project completion date, we will discuss project schedule with the City once we have the necessary information.

HIGHWAY 38 WATER MAIN EXTENSION

The proposed watermain begins in the intersection of Railroad Street and VanDemark Avenue run east along Railroad Street, under Highway 38, and north along Colton Road and connect to the existing main near the intersection of Colton Road and 2nd Street. This watermain will provide a loop in the system and allow for future connection as the City expands.

At Vandemark Avenue, a tee will be installed to allow a future connection to the west. Services are planned at the dog park for farm-style hydrants within the dog play area and along the bike trail for a future water fountain. Water main stubs will be installed for the future mains in 464th Avenue south of Railroad Street as well as two stubs for the land recently annexed East of Colton Road adjacent to 2nd Street.

Project permits from the SD DOT and Minnehaha County have been secured. SD DANR Stormwater Permit for Construction Activities has been submitted and anticipated to be in hand prior to construction start.

ISG is working with the City and SECOG to complete the Capacity Assessment Worksheet which is required for the loan application. Sophie at SECOG has prepared the resolution and notice of public hearing for the City's review and publication. The application will be submitted at the end of the month, and it is anticipated to have award of the loan in June. Once award of the funding is provided, the project will bid.

WESTERN AVENUE INTERCHANGE APPROACH – NO CHANGE

The design to date follows the design outlined in the Traffic Impact Study. Western Avenue will be reconstructed to a 3-lane urban section with one lane each for north- and southbound 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. After reviewing the plans with the City, sanitary sewer and water will be extended just past the edge of paving along W. Mickelson Roadway to facilitate future connections.

Currently, the project schedule is as follows:

- 30% Construction Plans & Engineers Estimate of Probable Cost: January 13th, 2022 – *Completed*

- 60% Construction Plans, Specifications, and Estimate of probable cost: July 14th, 2023
- 90% Construction Plans, Specifications, and Estimate of probable cost: November 3rd, 2023
 - 1 month provided to incorporate any necessary design changes
- Final Construction Plans & Engineers Estimate of Probable Cost: December 5th, 2023
- Submit Construction plans to DOT/FHWA for review: December 21st, 2023
- Submit Construction plans for bid letting: March 21st, 2024
- Anticipated ready date: April 15th, 2024

Maintenance Report – 3/21/2023

March 17, 2023

Streets

Roads – The last few plowings went well. We will continue to monitor inlets and culverts as the weather warms up to keep the runoff moving. We will continue to fill potholes as needed.

Slurry seal – Low bid for the slurry seal project is ASCO. At budget time I figured our cost would be around \$190,000.00 for our roads, ASCO's bid for us is just over \$146,000.00. Visiting with Rollin with Sioux Falls, they did accept the bid. He also mentioned that their work last year was looking better at the end of the season. They also had their equipment serviced by the dealer and have been taking more training. My recommendation would be to accept ASCO's bid.

Equipment – All of the equipment is in good shape at this time.

Billboards – I'm still waiting for a quote from Pride Neon Signs for the R&R of the billboard by the lagoons. I also will be meeting with FASTSIGNS next week to get a quote from them. There are a few more companies I will try also.

Water

Reports / DANR – The quarterly water report has been sent in and the next report is due July 10th, 2023.

Water main extension – We went over the plans a few weeks ago and the project is moving ahead.

Sewer

List station – All of the lift stations are working well.

Reports – The February DMR has been sent in, the next report is due April 28th.

Lagoons – The pH on ponds 2 and 3 is looking good. We took samples in earlier this week to check TSS, BOD and ammonia, if the results come back ok, we will plan on discharging.

Future facility – We went over the plans again, and they are getting close. Jesse and myself will be meeting with Matt with ISG next week to go over the operation building again.

Sewer extension project – The contractor has an updated punch list for this project, with a completion date of May 15th 2023. I will be contacting Siteworks in the next few weeks to get their schedule.

Park

Parks – Neil received a quote for a gator, the quote is from Kibble out of Madison and is off Sourcewell's pricing. This would be the same price from all John Deere dealers. I would like to have a motion to purchase this item and get it ordered. The quote is for \$10,910.20, this is below budget.

Bike Trail – We are keeping the trails open as we have time. The trail to Hartford Heights and a stretch along the Colton Road is too deep at this time to efficiently clear the trail. We will try to get it as soon as possible.

Sports complex – The guys have started getting figures together for the storage building, to see what size we can actually get with our budget number. The benches have been ordered.

Public Buildings – I'm have a quote for the HVAC and electrical along with the cost of materials for the remodeling of the Gage House. The HVAC is the only quote I received back. We are looking at just under \$22,000.00 for this project without our labor. This should be a good number as long as we don't find any hidden surprises. The floor joists have been installed along with fixing some supports in the basement.

Training- There is some training coming up in April for water and wastewater along with street maintenance classes. I will have the information the next meeting.



Agenda Item Staff Report

DATE: March 21, 2023

AGENDA ITEM: Review/Approve Cost Estimates for Gage House Renovations

PREPARED BY: Teresa Sidel, City Administrator

Staff Recommendation: Approve Gage House Cost Estimates

Background/Summary:

In October of 2022, the city council agreed to purchase the Gage House from the Senior Citizens in order to secure a building to house both the seniors and library for the future. The purchase price was \$30,000 and the HADF generously agreed to reimburse that cost with envision funds seeing this as a quality of life issue. When discuss the lease agreement with each entity, the library indicated that they really need to have extra space and since the seniors were not utilizing all of their front room space, they agreed to divide that room and allow the library to have more square footage. Craig and I meet with representatives for the seniors and the library to review a proposed plan for renovations. Changes would include adding a wall to divide the front area, giving the library additional room for materials and services. The city will also need to open up a wall between the front room and the existing library to make this expansion. A small closet for the library IT will be placed in the back of the building, plus a door will be installed to separate the senior portion from the back that can be locked. Restrooms will still be shared by both entities and no changes are planned in that area. A major cost would be the addition of a dual heating and air system – the current system does not work sufficiently for this large building. Staff previous gave a rough estimate of \$23,000 for these renovations. After further pricing and quotes, the total (without labor) for materials, HVAC and electrical comes to \$21,873.50. This should cover expenses if we do not find anything unanticipated in the remodel. If the city council approves of this cost estimate, staff can move forward with staring the work and hopefully completing before the busy spring hits.

Prior Council/Board Action:

10/04/2022 – City Council approved the purchase of the Gage House.

02/21/2023 – City Council allowed staff to secure cost estimates for Gage House renovations.

Possible Action:

1. Approve cost estimates for renovation and allow staff to begin work.
2. Do not approve cost estimates.

Fiscal Impact:

Since this building purchase was made after we approved our 2023 budget, there is approximately \$14,000 in the 2023 for rental payments that will not be expensed and could be used towards this project. Additional funding for this project will need to come out of general fund reserves.

Attachments:

- Cost Estimate for materials
- Cost Estimate from A1 for HVAC and Electrical



125 N Main Avenue
Hartford, SD 57033
PH: 605.528.6187

HartfordSD.us

Gage House / Library remodel

This is an estimate for materials for the remodel work on the Gage House. This does not include labor.

Lumber – (20) 2x4 x 8'	\$99.80
(35) 2x6 x 8'	\$293.65
(7) 2x6 x 10'	\$73.43
(20) 1x4 x 10'	\$135.80
(3) 2x12 x 14 LV	\$420.00
Sheet rock - (18) 4'x8'	\$395.82
Doors – 36" interior	\$200.00
24" vented door	\$300.00
Insulation for sound barrier	\$195.00
Misc. paint, stain, mud, hardware, nails, screws	\$500.00
Total for materials	\$2,613.50

This is an estimate for materials only. This could change a little once we start getting into it.



306 W 2nd St
Hartford, SD 57033

(605)528-4357

Estimate

Date	Estimate #
3/13/2023	2173

(Hartford Plumbing and Electric, Inc.)

Name / Address
City of Hartford 125 N Main Ave Hartford, SD 57033

Description	Qty	Project	
		Rate	Total
Library Addition			
HVAC and Electrical --Unhook and cap off furnace on main floor by kitchen --Redo ducting so it is connected to other ductwork in basement ran off of existing furnace that stays --Unhook ducting from floor vents in library and addition room --Install an Amana 60,000 btu, single stage, 96% eff furnace --Install a cased coil and a 2.5 ton 13.4 seer A/C --Install new thermostat for new furnace / A/C --Includes ductwork to hookup to existing floor registers in library and addition room --Cut in a new return --Set A/C on north side of building --Hook up gas and electric to furnace --Hook up electric to a/c --Install condensate pump and run pipe to other side of basement into drain pipe --Vent out furnace to north side of building Electrical --Permit and inspections --Install 2 outlets on both side of new wall --Remove baseboard heaters in new addition --Move light switch for senior citizen side to new wall --Wire existing lights for addition to library lighting circuit and switch --Install 2 CAT5 cable for new desk location --Install outlet for IT closet Does not include: --Excise tax --New lights--Re-use existing ones		19,260.00	19,260.00
<input checked="" type="checkbox"/> _____ Acceptance of Estimate		Subtotal \$19,260.00	
Price may increase due to increase in material cost.		Excise Tax (0.0%) \$0.00	
		Total \$19,260.00	



125 N Main Avenue
Hartford, SD 57033
PH: 605.528.6187

HartfordSD.us

Gage House / Library remodel

- *Unhook and cap off furnace on main floor and redo ducting so it is connected to ductwork in basement to existing furnace.
- *Install a new Amana 60,000 btu, single stage, 96% eff furnace or equal.
- *Install a new cased coil and a 2.5 ton 13.4 seer A/C.
- *Hook up electrical, gas, venting, thermostat, condensation pump and all other connections as needed for new units.
- *Install all ducting and registers and returns as needed for new furnace and A/C for current library and addition.
- *A/C unit will be installed on north side of building.
- *Remove baseboard heaters in new addition.
- *Install 4 outlets on new wall.
- *Move light switch for new addition to library entrance.
- *Install outlet in IT closet.
- *Install 2 CAT5 cables for new desk location.
- *Purchase all permits and licenses as needed.

Total Quote 19,260⁰⁰

Please have quotes to me by 3/15/2023. Thanks Craig

Craig Wagner

Public Works Supt.

City of Hartford

(605) 366-6115

publicworks@unitelsd.com



Agenda Item Staff Report

DATE: March 21, 2023

AGENDA ITEM: Purchase of John Deere Gator Utility Vehicle

PREPARED BY: Teresa Sidel, City Administrator

Staff Recommendation: Approve Purchase of John Deere Gator Utility Vehicle from Kibble Equipment

Background/Summary:

The city had placed \$13,000 in the 2023 for a utility vehicle. A quote was obtained by Kibble Equipment. The quote amount was obtained through Sourcewell. Sourcewell is a cooperative purchasing program that allows cities, counties, schools and nonprofits to get the best pricing on equipment and supplies. All dealers will have the same pricing from Sourcewell so no need to get varies quotes. The city has purchased several items from Kibble Equipment in the past and they are a good dealership. With the quote at \$10,910.20, being \$2,089.80 below budget, staff would like council approval of the purchase so we can move forward with ordering and have it ready by spring.

Prior Council/Board Action:

08/30/2022 – City Council approved budgeting \$13,000 for a utility vehicle in 2023.

Possible Action:

1. Approve purchase of a utility vehicle.
2. Do not approve purchase of a utility vehicle.

Fiscal Impact:

There is \$13,000 in the 2023 budget for the purchase of a new utility vehicle.

Attachments:

- Quote from Kibble Equipment

Customer:

Quotes are valid for 30 days from the creation date or upon contract expiration, whichever occurs first.

A Purchase Order (PO) or Letter of Intent (LOI) including the below information is required to proceed with this sale. The PO or LOI will be returned if information is missing.

Vendor: Deere & Company

- 2000 John Deere Run
Cary, NC 27513
- Signature on all LOIs and POs with a signature line
- Contract name or number; or JD Quote ID
- Sold to street address (no PO box)
- Ship to street address (no PO box)
- Bill to contact name and phone number
- Bill to address
- Bill to email address (required to send the invoice and/or to obtain the tax exemption certificate)
- Membership number if required by the contract

For any questions, please contact:

Adam Martin

Kibble Equipment
1340 John Deere Circle
Madison, SD 57042

Tel: 605-256-4575

Fax: 605-256-6289

Email: adam.martin@kibbleeq.com

Quotes of equipment offered through contracts between Deere & Company, its divisions and subsidiaries (collectively "Deere") and government agencies are subject to audit and access by Deere's Strategic Accounts Business Division to ensure compliance with the terms and conditions of the contracts.

ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):

Deere & Company
 2000 John Deere Run
 Cary, NC 27513
 FED ID: 36-2382580
 UEID: FNSWEDARMK53

ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:

Kibble Equipment
 1340 John Deere Circle
 Madison, SD 57042
 605-256-4575
 internetsales@kibbleeq.com

Quote Summary

Prepared For:

CITY OF HARTFORD
 125 N MAIN AVE
 HARTFORD, SD 57033
 Business: 605-528-3427

Delivering Dealer:

Kibble Equipment
 Adam Martin
 1340 John Deere Circle
 Madison, SD 57042
 Phone: 605-256-4575
 adam.martin@kibbleeq.com

Quote ID: 28319215
Created On: 02 March 2023
Last Modified On: 13 March 2023
Expiration Date: 02 April 2023

Equipment Summary	Suggested List	Selling Price	Qty	=	Extended
JOHN DEERE GATOR™ TX (Model Year 2023)	\$ 13,144.81	\$ 10,910.20	1	=	\$ 10,910.20
Contract: Sourcewell Grounds Maintenance 031121-DAC (PG NB CG 70)					
Price Effective Date: March 1, 2023					
Equipment Total					\$ 10,910.20

* Includes Fees and Non-contract items

Quote Summary

Equipment Total	\$ 10,910.20
Trade In	
SubTotal	\$ 10,910.20
Est. Service Agreement Tax	\$ 0.00
Total	\$ 10,910.20
Down Payment	(0.00)
Rental Applied	(0.00)
Balance Due	\$ 10,910.20

Salesperson : X _____

Accepted By : X _____

Selling Equipment

Quote Id: 28319215 Customer Name: CITY OF HARTFORD

ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):

Deere & Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580
UEID: FNSWEDARMK53

ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:

Kibble Equipment
1340 John Deere Circle
Madison, SD 57042
605-256-4575
internetsales@kibbleeq.com

JOHN DEERE GATOR™ TX (Model Year 2023)

Hours: Suggested List *
Stock Number: \$ 13,144.81
Contract: Sourcewell Grounds Maintenance 031121-DAC **Selling Price ***
(PG NB CG 70) \$ 10,910.20

Price Effective Date: March 1, 2023

* Price per item - includes Fees and Non-contract items

Code	Description	Qty	List Price	Discount%	Discount Amount	Contract Price	Extended Contract Price
56A4M	GATOR™ TX (Model Year 2023)	1	\$ 10,549.00	17.00	\$ 1,793.33	\$ 8,755.67	\$ 8,755.67
Standard Options - Per Unit							
001A	US/Canada	1	\$ 0.00	17.00	\$ 0.00	\$ 0.00	\$ 0.00
0501	PR - Base	1	\$ 0.00	17.00	\$ 0.00	\$ 0.00	\$ 0.00
1015	Turf Tires	1	\$ 0.00	17.00	\$ 0.00	\$ 0.00	\$ 0.00
2016	Non Adjustable Seat	1	\$ 0.00	17.00	\$ 0.00	\$ 0.00	\$ 0.00
3001	Deluxe Cargo Box with Paint and Reflectors	1	\$ 0.00	17.00	\$ 0.00	\$ 0.00	\$ 0.00
3100	Cargo Box Manual Lift	1	\$ 0.00	17.00	\$ 0.00	\$ 0.00	\$ 0.00
4099	Less Front Protection Package	1	\$ 0.00	17.00	\$ 0.00	\$ 0.00	\$ 0.00
4199	Less Rear Protection Package	1	\$ 0.00	17.00	\$ 0.00	\$ 0.00	\$ 0.00
Standard Options Total			\$ 0.00		\$ 0.00	\$ 0.00	\$ 0.00
Dealer Attachments/Non-Contract/Open Market							
BM23193	Horn kit	1	\$ 129.47	17.00	\$ 22.01	\$ 107.46	\$ 107.46
BM21645	Exterior Mirrors (2) Kit	1	\$ 245.03	17.00	\$ 41.66	\$ 203.37	\$ 203.37
BM23734	Cargo Box Power Lift	1	\$ 1,038.97	17.00	\$ 176.62	\$ 862.35	\$ 862.35
BM23459	Front Bumper and Brush Guard	1	\$ 468.66	17.00	\$ 79.67	\$ 388.99	\$ 388.99
BM22767	Rear Bumper	1	\$ 260.01	17.00	\$ 44.20	\$ 215.81	\$ 215.81
BM20414	Heavy-Duty Suspension Kit	1	\$ 233.26	17.00	\$ 39.65	\$ 193.61	\$ 193.61
BUC10172	Brake and Taillight Kit	1	\$ 220.41	17.00	\$ 37.47	\$ 182.94	\$ 182.94
Dealer Attachments Total			\$ 2,595.81		\$ 441.28	\$ 2,154.53	\$ 2,154.53
Value Added Services Total			\$ 0.00			\$ 0.00	\$ 0.00



JOHN DEERE

Selling Equipment

Quote Id: 28319215 **Customer Name:** CITY OF HARTFORD

ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):

Deere & Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580
UEID: FNSWEDARMK53

ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:

Kibble Equipment
1340 John Deere Circle
Madison, SD 57042
605-256-4575
internetsales@kibbleeq.com

Total Selling Price	\$ 13,144.81	\$ 2,234.61	\$ 10,910.20	\$ 10,910.20
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Agenda Item Staff Report

DATE: March 14, 2023

AGENDA ITEM: Review/Approve 2023 Slurry Seal Bid

PREPARED BY: Teresa Sidel, City Administrator

Staff Recommendation: Approval

Background/Summary:

Every year the city contracts to place a slurry seal on the city street to extend the life of the street and improve appearances. We slurry seal a few streets each year and every street is on a rotational program with the city. For the past few years, the city of Hartford has bid out our slurry seal project under Sioux Falls' bid. Sioux Falls bids out the slurry seal project for their community, plus several other communities and the county. This generates a large quantity and usually secures a good bid price. This year four bids were received by Sioux Falls for the joint project. Asphalt Surfacing Company (ASCO) was the low bid and has been awarded the project by Sioux Falls. ASCO was the contractor from last year.

If Hartford wants to participate in the project, we must also approve the bid from ASCO. The bid for Hartford is \$146,060.72, which is below our budget amount for this project. It is staff's recommendation to approve the low bid from ASCO for \$146,060.72.

Prior Council/Board Action:

08/30/2022 – City Council approved budgeting \$190,000 for slurry seal in 2023.

Possible Action:

1. Approve the low Bid from ASCO
2. Do not approve the low Bid from ASCO (non-approval will take Hartford out of the project since Sioux Falls has awarded to ASCO already)

Fiscal Impact:

The city's budget did include \$190,000 for slurry seal expenses. The low bid was \$146,060.72, which is well within budget.

Attachments:

- **23-1045 Surface Treatment Program Bid Tab**

Item No.	Std. Bid Item	Item Description	Unit	Unit Bid Price	Sioux Falls Appx Qty	Sioux Falls Amount Bid	Brandon Appx Qty	Brandon Amount Bid	Canton Appx Qty	Canton Amount Bid	Crooks Appx Qty	Crooks Amount Bid	Dell Rapids Appx Qty	Dell Rapids Amount Bid	Harrisburg Appx Qty	Harrisburg Amount Bid	Hartford Appx Qty	Hartford Amount Bid	Lennox Appx Qty	Lennox Amount Bid	Parker Appx Qty	Parker Amount Bid	Marion Appx Qty	Marion Amount Bid	Salem Appx Qty	Salem Amount Bid	Garretson Appx Qty	Garretson Amount Bid
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Company: Asphalt Surface Technologies Corporation AKA ASTECH Corp.
Address: PO Box 1025
City/State/Zip: St. Cloud, MN 56302
Phone No.: 320.363.8500

Item No.	Std. Bid Item	Item Description	Unit	Unit Bid Price	Sioux Falls Appx Qty	Sioux Falls Amount Bid	Brandon Appx Qty	Brandon Amount Bid	Canton Appx Qty	Canton Amount Bid	Crooks Appx Qty	Crooks Amount Bid	Dell Rapids Appx Qty	Dell Rapids Amount Bid	Harrisburg Appx Qty	Harrisburg Amount Bid	Hartford Appx Qty	Hartford Amount Bid	Lennox Appx Qty	Lennox Amount Bid	Parker Appx Qty	Parker Amount Bid	Marion Appx Qty	Marion Amount Bid	Salem Appx Qty	Salem Amount Bid	Garretson Appx Qty	Garretson Amount Bid		
1	9.0010	Mobilization	LS	\$ 126,000.00	0.35	\$ 44,100.00	0.15	\$ 18,900.00	0.05	\$ 6,300.00	0.05	\$ 6,300.00	0.05	\$ 6,300.00	0.05	\$ 6,300.00	0.05	\$ 6,300.00	0.05	\$ 6,300.00	0.05	\$ 6,300.00	0.05	\$ 6,300.00	0.05	\$ 6,300.00	0.05	\$ 6,300.00	0.05	\$ 6,300.00
2	SPECIAL	Polymer Modified Slurry Seal as specified Type II	SQYD	\$ 2.50							30,490	\$ 76,225.00																		
3	SPECIAL	Polymer Modified Slurry Seal as specified Type III	SQYD	\$ 2.77	412,719	\$ 1,143,231.63	100,296	\$ 277,819.92	43,822	\$ 121,386.94			24,990	\$ 69,222.30	54,090	\$ 149,829.30	52,167	\$ 144,502.59	46,627	\$ 129,156.79	27,436	\$ 75,997.72	20,580	\$ 57,006.60	26,400	\$ 66,000.00	21,453	\$ 53,632.50		
4	110.1400	Remove Pavement Marking, 4" or Equivalent	FT	\$ 0.43	45,564	\$ 19,592.52	2,690	\$ 1,156.70									559	\$ 240.37							745	\$ 320.35				
5	110.1410	Remove Pavement Marking, Arrow	EACH	\$ 37.00	58	\$ 2,146.00	7	\$ 259.00																						
6	110.1430	Remove Pavement Marking, Area	SQFT	\$ 6.30			400	\$ 2,520.00					88	\$ 554.40												512	\$ 3,225.60			
7	SPECIAL	Pavement Marking Preparation	LS	\$ 1,050.00	1	\$ 1,050.00			1	\$ 1,050.00															1	\$ 1,050.00				
8	633.1100	Epoxy Pavement Marking Paint, 4" White	FT	\$ 0.95	12,720	\$ 12,084.00	310	\$ 294.50	8,782	\$ 8,342.90					125	\$ 118.75	363	\$ 344.85							745	\$ 707.75				
9	633.1105	Epoxy Pavement Marking Paint, 4" Yellow	FT	\$ 0.95	24,240	\$ 23,028.00	1,880	\$ 1,786.00	5,331	\$ 5,064.45					410	\$ 389.50							2,500	\$ 2,375.00						
10	633.1110	Epoxy Pavement Marking Paint, 8" White	FT	\$ 3.15													689	\$ 2,170.35												
11	633.1130	Epoxy Pavement Marking Paint, 24" White	FT	\$ 8.40	1,434	\$ 12,045.60	244	\$ 2,049.60	96	\$ 806.40							163	\$ 1,369.20							336	\$ 2,822.40				
12	633.1135	Epoxy Pavement Marking Paint, 24" Yellow	FT	\$ 8.40			140	\$ 1,176.00																						
13	633.1150	Epoxy Pavement Marking Paint, Area	SQFT	\$ 4.20													10	\$ 42.00								32	\$ 134.40			
14	633.1155	Epoxy Pavement Marking Paint, Arrow	EACH	\$ 105.00	58	\$ 6,090.00	7	\$ 735.00							2	\$ 210.00														
15	SPECIAL	Pavement Marking Paint, Railroad Crossing	EACH	\$ 895.00																			1	\$ 895.00						
16	633.1160	Epoxy Pavement Marking Paint, Combination Arrow	EACH	\$ 265.00											2	\$ 530.00														
17	634.0010	Flagging	HOUR	\$ 65.00	24	\$ 1,560.00																	10	\$ 650.00						
18	634.0110	Traffic Control	SQFT	\$ 0.52	1,100	\$ 572.00	292	\$ 151.84	162.5	\$ 84.50	120	\$ 62.40	140	\$ 72.80	168	\$ 87.36	16	\$ 8.32	184	\$ 95.68			306	\$ 159.12	280	\$ 145.60	238	\$ 123.76		
19	634.0120	Traffic Control Miscellaneous – Sioux Falls	LS	\$ 35,000.00	1	\$ 35,000.00																								
20	634.0120	Traffic Control Miscellaneous – Brandon	LS	\$ 23,000.00			1	\$ 23,000.00																						
21	634.0120	Traffic Control Miscellaneous – Canton	LS	\$ 5,000.00					1	\$ 5,000.00																				
22	634.0120	Traffic Control Miscellaneous – Crooks	LS	\$ 4,500.00							1	\$ 4,500.00																		
23	634.1200	Traffic Control Miscellaneous – Dell Rapids	LS	\$ 4,800.00									1	\$ 4,800.00																
24	634.0120	Traffic Control Miscellaneous – Harrisburg	LS	\$ 6,000.00											1	\$ 6,000.00														
25	634.0120	Traffic Control Miscellaneous – Hartford	LS	\$ 6,400.00													1	\$ 6,400.00												
26	634.0120	Traffic Control Miscellaneous – Lennox	LS	\$ 6,000.00															1	\$ 6,000.00										
27	635.0120	Traffic Control Miscellaneous – Marion	LS	\$ 5,900.00																			1	\$ 5,900.00						
28	634.0120	Traffic Control Miscellaneous – Salem	LS	\$ 6,200.00																						1	\$ 6,200.00			
29	634.0120	Traffic Control Miscellaneous – Garretson	LS	\$ 5,900.00																							1	\$ 5,900.00		
30	634.0285	Type 3 Barricade, 8" Double Sided	EACH	\$ 5.30	110	\$ 583.00	30	\$ 159.00	50	\$ 265.00	36	\$ 190.80	42	\$ 222.60	63	\$ 333.90	33	\$ 174.90	69	\$ 365.70			27	\$ 143.10	84	\$ 445.20	56	\$ 296.80		
31	634.1215	Contractor Furnished Portable Changeable Message Sign	EACH	\$ 630.00	4	\$ 2,520.00																								
Totals by Municipality						\$ 1,303,602.75		\$ 330,007.56		\$ 148,300.19		\$ 87,278.20		\$ 81,172.10		\$ 163,798.81		\$ 161,552.58		\$ 141,918.17		\$ 82,297.72		\$ 73,428.82		\$ 87,351.30		\$ 66,253.06		
Total Gross Base Bid					\$																									

2,726,961.26

Item No.	Std. Bid Item	Item Description	Unit	Unit Bid Price	Sioux Falls Appx Qty	Sioux Falls Amount Bid	Brandon Appx Qty	Brandon Amount Bid	Canton Appx Qty	Canton Amount Bid	Crooks Appx Qty	Crooks Amount Bid	Dell Rapids Appx Qty	Dell Rapids Amount Bid	Harrisburg Appx Qty	Harrisburg Amount Bid	Hartford Appx Qty	Hartford Amount Bid	Lennox Appx Qty	Lennox Amount Bid	Parker Appx Qty	Parker Amount Bid	Marion Appx Qty	Marion Amount Bid	Salem Appx Qty	Salem Amount Bid	Garretson Appx Qty	Garretson Amount Bid
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Company: Missouri Petroleum
Address: 1620 Woodson Road
City/State/Zip: St. Louis, MO 63114
Phone No.: 314.219.7305

Item No.	Std. Bid Item	Item Description	Unit	Unit Bid Price	Sioux Falls Appx Qty	Sioux Falls Amount Bid	Brandon Appx Qty	Brandon Amount Bid	Canton Appx Qty	Canton Amount Bid	Crooks Appx Qty	Crooks Amount Bid	Dell Rapids Appx Qty	Dell Rapids Amount Bid	Harrisburg Appx Qty	Harrisburg Amount Bid	Hartford Appx Qty	Hartford Amount Bid	Lennox Appx Qty	Lennox Amount Bid	Parker Appx Qty	Parker Amount Bid	Marion Appx Qty	Marion Amount Bid	Salem Appx Qty	Salem Amount Bid	Garretson Appx Qty	Garretson Amount Bid			
1	9.0010	Mobilization	LS	\$ 500,000.00	0.35	\$ 175,000.00	0.15	\$ 75,000.00	0.05	\$ 25,000.00	0.05	\$ 25,000.00	0.05	\$ 25,000.00	0.05	\$ 25,000.00	0.05	\$ 25,000.00	0.05	\$ 25,000.00	0.05	\$ 25,000.00	0.05	\$ 25,000.00	0.05	\$ 25,000.00	0.05	\$ 25,000.00			
2	SPECIAL	Polymer Modified Slurry Seal as specified Type II	SOYD	\$ 3.55							30,490	\$ 108,239.50													26,400	\$ 93,720.00	21,453	\$ 76,158.15			
3	SPECIAL	Polymer Modified Slurry Seal as specified Type III	SOYD	\$ 3.55	412,719	\$ 1,465,152.45	100,296	\$ 356,050.80	43,822	\$ 155,568.10			24,990	\$ 88,714.50	54,090	\$ 192,019.50	52,167	\$ 185,192.85	46,627	\$ 165,525.85	27,436	\$ 97,397.80	20,580	\$ 73,059.00							
4	110.1400	Remove Pavement Marking, 4" or Equivalent	FT	\$ 0.10	45,564	\$ 4,556.40	2,690	\$ 269.00									559	\$ 55.90							745	\$ 74.50					
5	110.1410	Remove Pavement Marking, Arrow	EACH	\$ 25.00	58	\$ 1,450.00	7	\$ 175.00																							
6	110.1430	Remove Pavement Marking, Area	SQFT	\$ 3.00			400	\$ 1,200.00					88	\$ 264.00											512	\$ 1,536.00					
7	SPECIAL	Pavement Marking Preparation	LS	\$ 500.00	1	\$ 500.00			1	\$ 500.00														1	\$ 500.00						
8	633.1100	Epoxy Pavement Marking Paint, 4" White	FT	\$ 0.60	12,720	\$ 7,632.00	310	\$ 186.00							125	\$ 75.00	363	\$ 217.80							745	\$ 447.00					
9	633.1105	Epoxy Pavement Marking Paint, 4" Yellow	FT	\$ 0.60	24,240	\$ 14,544.00	1,880	\$ 1,128.00							410	\$ 246.00							2,500	\$ 1,500.00							
10	633.1110	Epoxy Pavement Marking Paint, 8" White	FT	\$ 1.20													689	\$ 826.80													
11	633.1130	Epoxy Pavement Marking Paint, 24" White	FT	\$ 3.60	1,434	\$ 5,162.40	244	\$ 878.40	96	\$ 345.60							163	\$ 586.80							336	\$ 1,209.60					
12	633.1135	Epoxy Pavement Marking Paint, 24" Yellow	FT	\$ 3.60			140	\$ 504.00																							
13	633.1150	Epoxy Pavement Marking Paint, Area	SQFT	\$ 1.80													10	\$ 18.00							32	\$ 57.60					
14	633.1155	Epoxy Pavement Marking Paint, Arrow	EACH	\$ 100.00	58	\$ 5,800.00	7	\$ 700.00							2	\$ 200.00															
15	SPECIAL	Pavement Marking Paint, Railroad Crossing	EACH	\$ 1,000.00																			1	\$ 1,000.00							
16	633.1160	Epoxy Pavement Marking Paint, Combination Arrow	EACH	\$ -											2	\$ -															
17	634.0010	Flagging	HOUR	\$ 100.00	24	\$ 2,400.00																	10	\$ 1,000.00							
18	634.0110	Traffic Control	SOFT	\$ 0.50	1,100	\$ 550.00	292	\$ 146.00	162.5	\$ 81.25	120	\$ 60.00	140	\$ 70.00	168	\$ 84.00	16	\$ 8.00	184	\$ 92.00			306	\$ 153.00	280	\$ 140.00	238	\$ 119.00			
19	634.0120	Traffic Control Miscellaneous - Sioux Falls	LS	\$ 58,000.00	1	\$ 58,000.00																									
20	634.0120	Traffic Control Miscellaneous - Brandon	LS	\$ 16,450.00			1	\$ 16,450.00																							
21	634.0120	Traffic Control Miscellaneous - Canton	LS	\$ 16,450.00					1	\$ 16,450.00																					
22	634.0120	Traffic Control Miscellaneous - Crooks	LS	\$ 16,450.00							1	\$ 16,450.00																			
23	634.1200	Traffic Control Miscellaneous - Dell Rapids	LS	\$ 16,450.00									1	\$ 16,450.00																	
24	634.0120	Traffic Control Miscellaneous - Harrisburg	LS	\$ 16,450.00											1	\$ 16,450.00															
25	634.0120	Traffic Control Miscellaneous - Hartford	LS	\$ 16,450.00													1	\$ 16,450.00													
26	634.0120	Traffic Control Miscellaneous - Lennox	LS	\$ 16,450.00															1	\$ 16,450.00											
27	635.0120	Traffic Control Miscellaneous - Marion	LS	\$ 16,450.00																			1	\$ 16,450.00							
28	634.0120	Traffic Control Miscellaneous - Salem	LS	\$ 16,450.00																					1	\$ 16,450.00					
29	634.0120	Traffic Control Miscellaneous - Garretson	LS	\$ 16,450.00																							1	\$ 16,450.00			
30	634.0285	Type 3 Barricade, 8' Double Sided	EACH	\$ 10.00	110	\$ 1,100.00	30	\$ 300.00	50	\$ 500.00	36	\$ 360.00	42	\$ 420.00	63	\$ 630.00	33	\$ 330.00	69	\$ 690.00			27	\$ 270.00	84	\$ 840.00	56	\$ 560.00			
31	634.1215	Contractor Furnished Portable Changeable Message Sign	EACH	\$ 1,000.00	4	\$ 4,000.00																									
Totals by Municipality						\$ 1,745,847.25	\$ 452,987.20	\$ 206,912.75	\$ 150,109.50	\$ 130,918.50	\$ 234,704.50	\$ 228,686.15	\$ 207,757.85	\$ 122,397.80	\$ 118,432.00	\$ 139,974.70	\$ 118,287.15														
Total Gross Base Bid					\$	3,857,015.35																									

FINANCE OFFICER REPORT

March 21, 2023

Cash Report and Sales Tax Revenue: Following is a comparison of the 2022 and 2023 Cash Reports as well as the year-to-date Sales Tax Revenue as of February 28th:

	<u>February 28, 2022</u>	<u>February 28, 2023</u>	<u>Difference</u>
Total Cash	\$5,251,289.58	\$4,592,466.24	(\$658,823.34)
General Fund	\$2,085,236.43	\$1,914,047.85	(\$171,188.58)
1 st Penny	\$ 75,566.79	\$ 124,738.54	\$ 49,171.75
2 nd Penny	\$ 75,566.77	\$ 124,738.53	\$ 49,171.76
3 rd Penny	\$ 10,188.72	\$ 14,048.35	\$ 3,859.63

Downtown Committee Funds: \$36,649.40 as of February 28, 2023

Bill Report: Please review the bill report that is included in your packet. If you have questions, please feel free to contact me or stop in and look at the invoices. Following are highlights:

Banyon Data Systems, Inc.	840.00	Annual Software Support Fees
Farmers & Merchants Co-op Oil	2,983.83	Diesel Fuel for Equipment
Knife River	5,523.00	Deicing Sand
Metering & Technology Solutions	10,170.00	Meters and Endpoints
Park & Play USA	11,998.00	Player Benches for Sports Complex & Main Park
Powerplan (RDO Equipment Co)	1,293.34	JD Payloader Repairs & Maintenance
Puthoff Insurance Agency, Inc.	42,900.00	2023 Insurance Renewal
Reliabank Dakota	78,563.01	Quarterly Debt Service Payments
USBank Trust, NA	70,042.61	Quarterly Debt Service Payments
Prepaid Checks:		
SD Municipal League	50.00	Dist 3 Meeting Registration for Jones & Sidel
HACC	32,000.00	2023 Appropriation – cc approved 3/7
HADF	55,590.00	2023 Appropriation – cc approved 3/7

Election: The deadline to register to vote in the Apr 11th municipal election is Mar 27th. Registration forms are available at City Hall, on the City's website, or at the County Auditor's Office. Absentee ballots will be available on Mar 27th.

Audit: The City's annual audit has been set for June 13th & 14th. I continue to gather information as requested by the auditors.

Calendar of Events:

March 2023:

Monday 20 th	Equalization Meeting @ City Hall, 7pm
Tuesday, 21 st	City Council Meeting @ City Hall, 7pm
Wednesday, 22 nd	HADF Meeting @ Stomping Grounds, 7:30am
Monday, 27 th	Election – Voter Registration Deadline for Apr 11 th Election
Monday, 27 th	Park & Rec Board Meeting @ City Hall, 6:30pm
Tuesday, 28 th	Planning & Zoning Meeting @ City Hall, 7pm

April 2023:

Tuesday, 4 th	City Council Meeting @ City Hall, 7pm
Wednesday, 5 th	HADF Meeting @ Stomping Grounds, 7:30am
Sunday, 9 th	HASR Meeting @ Pizza Ranch, 7pm
Monday, 10 th	Jamboree Committee Meeting @ Fire Station, 6pm
Tuesday, 11 th	Municipal Election @ Gage Building, 7am to 7pm
Tuesday, 11 th	Planning & Zoning Meeting @ City Hall, 7pm

Wednesday, 12 th	HADF Meeting @ Stomping Grounds, 7:30am
Tuesday, 18 th	City Council Meeting @ City Hall, 7pm
Wednesday, 19 th	HADF Meeting @ Stomping Grounds, 7:30am
Monday, 24 th	Park & Rec Board Meeting @ City Hall, 6:30pm
Tuesday, 25 th	Planning & Zoning Meeting @ City Hall, 7pm
Wednesday, 26 th	HADF Meeting @ Stomping Grounds, 7:30am

DOWNTOWN COMMITTEE FUNDS

(as of February 28, 2023)

Activity	Date	Revenue	Expenses	Balance
End of Year 2011 - Balance	12/31/2011	\$5,000.06	\$4,910.63	\$89.43
End of Year 2012 - Balance	12/31/2012	\$10,009.86	\$0.00	\$10,099.29
End of Year 2013 - Balance	12/31/2013	\$10.35	\$474.57	\$9,635.07
End of Year 2014 - Balance	12/31/2014	\$6.78	\$9,000.00	\$641.85
End of Year 2015 - Balance	12/31/2015	\$1.71	\$496.91	\$146.65
End of Year 2016 - Balance	12/31/2016	\$3.70	\$0.00	\$150.35
End of Year 2017 - Balance	12/31/2017	\$3.53	\$0.00	\$153.88
End of Year 2017 - Transfer Committee Acct Balance	12/31/2017	\$2,044.14	\$0.00	\$2,198.02
End of Year 2018 - Balance	12/31/2018	\$3.72	\$0.00	\$2,201.74
End of Year 2019 - Balance	12/31/2019	\$11,883.43	\$3,500.00	\$10,585.17
End of Year 2020 - Balance	12/31/2020	\$10,004.38	\$11,862.23	\$8,727.32
End of Year 2021 - Balance	12/31/2021	\$15,002.27	\$1,407.24	\$22,322.35
End of Year 2022 - Balance	12/31/2022	\$15,034.63	\$2,485.86	\$34,871.12
Year 2023				
Deposit (2023 Budget)	1/1/2023	\$10,000.00		\$44,871.12
LED Lighting Solutions (3 solar lights)	1/17/2023		\$836.93	\$44,034.19
Deposit (interest)	1/31/2023	\$5.79		\$44,039.98
Downtown Hartford, Inc (downtown assessment by Bob Yapp)	2/21/2023		\$4,000.00	\$40,039.98
Signature Streetscapes (6 lightpoles/bases)	2/21/2023		\$3,397.00	\$36,642.98
Deposit (interest)	2/28/2023	\$6.42		\$36,649.40
TOTALS		\$10,012.21	\$8,233.93	\$36,649.40

Summary of Expenses:

Attorney's/Accountant's Fees	\$1,105.34
Remaining Appropriation (benches, trash cans)	\$4,302.20
Postage for Survey Mailing	\$474.57
Hartford Area Optimist Club (mural)	\$3,500.00
Signature Streetscapes (banners/arms/baskets for lighpoles)	\$3,215.00
Planters Unlimited (10 hanging baskets for lighpoles)	\$946.58
Mac's, Inc. (hardware for lightpoles)	\$16.42
HBC (plants/soil/mulch for hanging baskets)	\$127.69
Backdoor Garden, LLC (fall decore for hanging baskets)	\$217.00
Jessica Evans (fall, summer, winter, xmas banners)	\$1,398.00
Jessica Evans (pumpkins for fall baskets)	\$15.00
Planters Unlimited (4 hanging baskets for lighpoles)	\$382.68
LED Lighting Solutions (4 solar lights)	\$1,847.76
Signature Streetscapes (4 lighpoles/bases/banner poles/brackets)	\$3,490.00
Backdoor Garden, LLC (soil/pines/quick crete for hanging baskets)	\$124.14
Jessica Evans (décor for hanging baskets)	\$56.06
Hartford Building Center (fasteners for light poles)	\$25.90
Sandy Dean (décor for hanging baskets)	\$32.24
Jessica Evans (spring banners)	\$515.00
Jessica Evans (summer banners)	\$90.00
Hartford Building Center (flowers for hanging baskets)	\$770.00
Hartford Building Center (flowers for hanging baskets)	\$812.00
LED Lighting Solutions (4 solar lights)	\$1,673.86
LED Lighting Solutions (3 solar lights)	\$836.93
Downtown Hartford, Inc (downtown assessment by Bob Yapp)	\$4,000.00
Signature Streetscapes (6 lightpoles/bases)	\$3,397.00
Transfer to General Fund	\$9,000.00

Non-Agenda Updates

- **City Projects:**
 - **Bike Trail** –The initial layout for the new trail between Main Ave and Feyder Ave shows the area between the creek and the city’s property line is pretty narrow along the NE portion of the trail. Staff has tried to secure an easement through this area, but the property owner has denied it. I contacted our grant sponsor, SD Game, Fish & Parks, to see what our options are for moving forward. They have indicated that if we alter the path to go on the south side of the creek, it will require another application. They did note that we can possibly reduce the width of the path to some degree but want us to keep it as wide as possible. ISG has presented a preliminary redesign for the 10 foot that narrows to 8 feet on the east side – this would require a couple of retaining walls but looks like it is possible if they can get confirm data from FEMA that there will be a no-rise in the floodplain. Because of the higher estimated cost, I have asked ISG for a cost estimate that would incorporate an 8 foot width the entire length of the trail verses just the east end. Once I get this information, I will send it to the grant administrator with GFP and see if we can get approval to move forward.
 - **6th & Mundt Street** (no change)– Project is substantially complete, with a few punch list items and some seeding, restoration and painting to be done in the spring.
 - **Water Tower Painting (no change)** – Contractor has completed the project but will return in the spring to paint the logo on the tower (cost approx. \$13,800).
 - **Hwy 38 Water Main Extension** – The city council previously approved plans to have ISG work on a design for a water extension that will run along Railroad Street & S Colton Road. The plans were reviewed by staff and city council approved the project on 1/3. Financing was discussed and approved on 2/21, with part of the project being funded with water fund reserves and part with an SRF loan. Since the city is applying for an SRF loan, we are currently working with SECOG to submit that application. Bidding is anticipated for this summer after loan approval in June.
 - **Western Avenue Expansion** - ISG continues to work on plans. Schedule for plans and bidding was provided by ISG to staff. We are still reviewing.
 - **WRRF** – Staff continues to meet with ISG and Rice Lake on the WRRF. ISG has submitted 90% plans to DANR. Staff plans to go over plans and cost estimates once again on 3/31. An update will be provided to the city council at your 4/4 council meeting.
- **Stockwell Projects (no change – expect both projects to be closed out this spring):**
 - 9th Street – 2 items still need to be addressed by the contractor – Zacharias Construction. They have been notified and said they will be completed before the year end. Then we can close out this project.
 - Western Sewer Project: A walk through was conducted on 7/20 with staff, Stockwells, and the state. A second walk through was conducted about 3 weeks ago. A list of punch list items was sent to the contractor to be addressed. Final payment will not be granted until all punch list items are completed to the city’s satisfaction. (We were notified that the township building was repaired)
- **DSU Cyber Evaluation:** DSU started their cyber analysis of the city this past week. They plan to conduct an internal and external review and the entire process will take approximately 2 weeks. Once completed, the city will get a summary of their findings and suggested improvements.

- **Hire Update:** The city's yard waste disposal site is set to open the first Saturday in April (weather permitting). Craig and I interviewed 3 candidates for the position. We are accepting application until 3/17 and then I plan to offer the position. I should know by our meeting if the position is accepted or not.
- **Hartford Community Foundation Grant:** On behalf of the city, I have submitted a grant application to the Hartford Community Foundation to help with the expense of updating the entrance stone at the Veteran's Memorial with the emblems for the Coast Guard and Space Force. I believe they accept application through March so hoping to hear something back shortly after that.
- **Landfill Passes:** I was informed that the City of Sioux Falls approved our application for passes to the landfill. They are making some changes this year that will be a benefit to the city. Instead of handing out paper passes, they are going digital. Which means that our citizens will only have to provide a driver's license when they dump a load. The landfill will scan the license and if the address matches their database for Hartford, they can dump free of charge. They still just get one free dump, if they try to come a second time or if someone with the same address tries to dump again, the landfill will reject them. Going digital means that we are not restricted to just 500 passes – each address in the city will be allowed one free dump. It also means that no one has to pick up any passes at city hall and we do not need to track what we give out. This is a better benefit to the city and our citizens.
- **Website Update:** I am still working with Catalis to update our website design/layout. We have reviewed various pictures and drone footage and sent to Catalis for possible incorporation. We will continue to provide information as needed.
- **District 3 Meeting:** The SDML District 3 meeting was scheduled for Thursday 3/16 but due to the weather conditions it was postponed until Wednesday, 4/5. I will provide an update on legislative needs to the council after this meeting.
- **Equalization Meeting:** Reminder - The City's Equalization meeting is this Monday, 3/20 at 7pm. An agenda and information packet will be placed in your computer box.

Call if you have any questions 605-528-6187 or 605-261-3995.



Agenda Item Staff Report

DATE: March 21, 2023

AGENDA ITEM: Hartford Area Fire & Rescue Inc Request to release their 2023 Operating Budget Allocation

PREPARED BY: Teresa Sidel, City Administrator

Staff Recommendation: Approval

Background/Summary:

In August of 2022, the Hartford City Council approve \$30,000 to be placed in the 2023 budget for the Hartford Area Fire & Rescue. These funds are to be utilized for operating expenses. This is an increase from previous years due largely to increased call volumes and increases in equipment & supply costs.

Note:

- The city also budgeted \$50,000 that goes towards equipment replacement. To date, there is \$155,000 that the city has reserved for fire department equipment replacement. These funds stay with the city until something has been purchased and the funds are requested.
- The city also pays HAFR \$80,000 each year for fire protection services, which is the loan payment on the fire station building. This \$80,000 is a contractual agreement between the city and HAFR.

Prior Council/Board Action:

8/30/2022 – The City Council made a motion to allocate \$30,000 to the Hartford Area Fire & Rescue for 2023 Operating Expenses.

2/21/2023 & 3/7/2023 – City Council tabled this agenda item until our 3/7/23 meeting.

Possible Action:

1. Approve will release the 2023 budget allocation to the HAFR. (council may elect to release a different amount than the \$30,000 that is in budget)
2. Do not approve the release of the 2023 budget allocation to the HAFR.

Fiscal Impact:

The city did pass the 2023 budget with \$30,000 allocated to the HAFR for operating expenses. This amount is in our 2023 budget.

Attachments:

- HAFR Invoice
- HAFR Financials
- Fire Department Background & Budget Allocations

Hartford Area Fire & Rescue, Inc.
PO Box 163
Hartford, SD 57033

Invoice 270

BILL TO

CITY OF HARTFORD
125 N Main Avenue
HARTFORD, SD 57033

DATE 02/08/2023	PLEASE PAY \$30,000.00	DUE DATE 02/08/2023
--------------------	----------------------------------	------------------------

ACTIVITY	QTY	RATE	AMOUNT
Services 2023 Budget Request \$30,000 Operating, \$50,000 to Equipment Fnd	1	30,000.00	30,000.00

We are greatly appreciative of your support and extend our sincere thanks on behalf of the community served by the Hartford Area Fire and Rescue, Inc.

TOTAL DUE **\$30,000.00**

If you have any questions about your gifts, please contact us at 605-528-1670. Thanks again for your generous support to the Hartford Area Fire and Rescue, Inc.

THANK YOU.

Financial Statements

Hartford Area Fire & Rescue, Inc.
December 31, 2022

Prepared by
Buss CPA PC

Prepared on
March 1, 2023

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Accountant's Report

Buss CPA PC
800 S Western Ave, Suite B
Hartford, SD 57033
Phone: 605-528-1670 Fax:866-252-3098

To Management
Hartford Area Fire & Rescue, Inc.
Hartford, SD

The accompanying financial statements of Hartford Area Fire & Rescue, Inc. (a nonprofit organization) as of December 31, 2022 were not subjected to an audit, review, review or compilation by us and accordingly, we do not express an opinion, a conclusion, nor provide assurance on them.

Hartford, SD
February 8, 2023

Balance Sheet

As of December 31, 2022

	Total
ASSETS	
Current Assets	
Bank Accounts	
1010 Reliabank #0835	505,049.76
1020 First Interstate Bank #249	213,216.51
1072 Bill.com Money Out Clearing	350.00
Total Bank Accounts	718,616.27
Accounts Receivable	
11000 Accounts Receivable	1,500.00
Total Accounts Receivable	1,500.00
Total Current Assets	720,116.27
Fixed Assets	
1500 Building	1,286,042.68
1510 Equipment	435,170.04
1520 Vehicles	862,409.86
1610 Accumulated Depreciation	-1,491,625.49
Total Fixed Assets	1,091,997.09
Other Assets	
1810 Loan Fees	2,701.65
1820 Accumulated Amortization	-1,429.83
1910 City Equipment Fund	105,000.00
Total Other Assets	106,271.82
TOTAL ASSETS	\$1,918,385.18
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2110 Accounts Payable	17,049.51
Total Accounts Payable	17,049.51
Total Current Liabilities	17,049.51
Long-Term Liabilities	
Reliabank Loan #0649	459,985.83
USDA Loan #3086	240,698.49
Total Long-Term Liabilities	700,684.32
Total Liabilities	717,733.83
Equity	
3100 Unrestricted Net Assets	197,469.62
3110 Debt Service	80,000.00
Invested in Cap Assets, Net of debt	573,472.03
Temporarily Restricted Funds	212,808.88

	Total
Net Income	136,900.82
Total Equity	1,200,651.35
TOTAL LIABILITIES AND EQUITY	\$1,918,385.18

Profit and Loss

January - December 2022

	Total
INCOME	
Income	
4110 City Taxes	148,000.00
4120 Township Taxes	109,435.00
4130 County Taxes	85,014.00
4140 Insurance Rebate	28,852.30
4150 Service Income	1,500.00
4210 Pop Money	72.04
4500 Donations	7,436.00
4570 Annual Letters	43,006.60
Total 4500 Donations	50,442.60
4640 Grants	4,767.75
4660 Miscellaneous income	2,529.15
Total Income	430,612.84
Total Income	430,612.84
GROSS PROFIT 430,612.84	
EXPENSES	
6100 Admin	
6110 Insurance	13,632.00
6120 Professional Services	7,327.75
6130 Utilities	12,926.35
6140 Office Supplies	4,097.43
6210 Pancake Feed	2,247.63
6250 Telephone	2,769.63
6260 Property Taxes	375.60
Total 6100 Admin	43,376.39
6500 Operations	
6510 Fuel, Oil, Gas	7,348.31
6520 Repairs & Maintenance	41,307.83
6550 Train & Travel	7,966.18
6560 Dues	2,255.00
6580 Supplies	32,924.45
6590 Protec Clothing	7,450.83
6680 Personnel Recognition	8,585.49
Total 6500 Operations	107,838.09
Total Expenses	151,214.48
NET OPERATING INCOME	279,398.36
OTHER INCOME	
8110 Checking Interest	2,173.03
Total Other Income	2,173.03
OTHER EXPENSES	

	Total
6820 Depreciation & Amortization Expense	114,450.60
9100 Interest Expense	30,219.97
Total Other Expenses	144,670.57
NET OTHER INCOME	-142,497.54
NET INCOME	\$136,900.82

Hartford Area Fire & Rescue

Background Information & Budget Allocations

Below is some background information on the HAFR that may be helpful to the council.

1902 – Formations of the Hartford Volunteer Fire Department

*Since the fire department did not file as a separate entity when it was formed, it operated under the city's umbrella for many years.

*Even though the fire department operated under the city's umbrella, all operating and financial decisions were made by the fire department- there was no city council approval or involvement.

*The building, equipment and trucks were under the city's name since the fire department was not a legal entity on its own.

*Generally, the fire department purchased some of the equipment and trucks with the money received from the county, townships and other donations, but the city used taxpayer dollars for some of the equipment as well, along with all operating expenses such as repairs, maintenance, supplies, and utilities. The average cost of expenses paid by the city between 2004-2009 was \$25,000.

2005 – Talks began regarding building a new fire station

*The city started to put away \$50,000 each year towards the purchase of land for a future fire station. This money was kept in the city's general account – it was not included in payments to the fire department.

2009 – The City purchased land along South Street for a new fire station

*The city purchased these lots out of general fund, using \$200,000 of funds that were built up between 2005-2008.

*Once the lots were purchased by the city, talks began again about construction of a new fire station.

*During these talks, it came to light that legally, that the fire department had to come totally under the city's umbrella by adding all their finances to the city's budget and allow all purchases to run through the council and city or they had to break off from the city and incorporate as their own entity.

March 2009 – The Fire Department incorporated as their own entity -501(3)c

*Since the fire department incorporated, no fire department bills could be paid by the city directly. The Department was required to ask the city to appropriate funds to them each year, but the city is not required to provide any appropriation.

April 2009 – The City transferred all fire equipment and trucks to the fire Department in exchange for fire protection services.

2009-2010 – Planning began on the new fire station.

October 2010 – City agrees to replat lots for fire station and sell the land to them for \$70,000. It was agreed that the department will pay \$7,000 per year for 10 years to the city. (The city forgave this land debt after 2 yrs of payments)

* The city further agreed to make the loan payment for the new building since it was evident that the fire department could not finance a building on their own. The city agreed to give them \$80,000 per year to make the loan payment on the new building – Resolution 2010-4. To receive this \$80,000, the city and fire department enter into an agreement yearly that basically, it states that the city will pay the fire department \$80,000 per year to use for the building loan payment in exchange for fire protection and emergency services. This \$80,000.00 payment is due for 20 years.
(NOTE: This agreement also states that all maintenance and utilities are the responsibility of the fire department)

*It was the intent of this agreement to give \$80,000 per year to the fire department as Hartford's share of support. The Mayor at this time pushed to give the department operating expense as well for the first year in the new building to ensure that the department could make expenses. Since that first year, the fire department has asked for their \$80,000 – plus operating expense. In 2016 the department also began requesting funds for equipment purchases.

*The city also paid for the land, the replat of the land, all engineering and architect fees, the CLOMR/LOMR needed to get the land out of the floodplain and all costs associated with transferring the land and equipment to the fire dept.

2011 – Construction begins on the new station – 1.2 million dollar project

2009-2015 – The HAFR has received \$80,000 for their loan payment in exchange for fire protection services and funds for operating expenses.

2015 – The HAFR asked the city to commit funds from our budget for equipment replacement. This started in 2015 and has continued since.

Below is a breakdown of funding for the HAFR since 2010

HAFR	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>
- Contract for Building Payment	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	
- Operating	28,000	12,000	15,000	15,000	15,000	15,000	12,000	12,000	5,500	13,000	24,800	24,800	31,800
- Equipment	40,000	36,000	29,000	25,000	22,000	18,000	18,000						
Totals	148,000	128,000	124,000	120,000	117,000	113,000	110,000	92,000	85,500	93,000	104,800	104,800	31,800



Agenda Item Staff Report

DATE: March 21, 2023

AGENDA ITEM: Update on Carbon Summit Solutions Pipeline

PREPARED BY: Teresa Sidel, City Administrator

Staff Recommendation: Update Only

Background/Summary:

On February 7, 2022, the SD PUC received an application from Summit Carbon Solutions to construct a carbon Dioxide Transmission Pipeline. This project will construct approximately 2,000 miles of pipeline for the transportation of CO₂ from more than 30 ethanol plants across 5 states, including 7 ethanol plants in South Dakota, to underground injection control facilities in North Dakota. The pipeline's proposed route will run just to the west of Hartford city limits.

A public hearing was held March 23 in Sioux Falls and City Administrator Teresa Sidel was in attendance to gather information on the general route and construction. Because of the close proximity to the city, the City of Hartford applied for party status with the PUC on April 6th to stay aware of all developments. To gain additional information, interrogatories were submitted by the city attorney on July 20th regarding placement of the route, future road crossing, future utility crossing, safety measures, emergency training, and liability of leaks or ruptures. After reviewing responses, the city council directed the city attorney, staff and engineer to assess future growth areas and cost to the city to cross the pipeline for future growth.

The council also directed city staff to send out letters to landowners to the west and gauge their interest in annexation. Since the pipeline only touches the city's west border and is not located within city limits, the city cannot impose any kind of zoning restrictions or a moratorium but if the land is within city limits, then the city has additional options. This letter was sent out on September 21st – 39 letters were sent out by certified mail, 36 were received. There were 21 responses, 19 against annexation discussions. Due to the lack of interest, discussion of annexation is not a viable option.

On November 3rd, members of SCS agreed to sit down with the city attorney, mayor, engineer and staff to address questions. SCS explained the project, pipeline construction and maintenance. They noted that placement was due to avoiding federal easements and wetland areas, as well as more acceptable landowners. The permanent easement for the pipeline will be 50 ft. This is a non-exclusive easement, so other utilities such as water and sewer can cross the easement. Road can also cross the easement. The city engineers are working to identify future crossings for utilities and roads so this can be addressed on the front side of the project verses later. Safety measures and monitoring were also discussed. There will be a state-of-the-art monitoring system in place and SCS has stated that they will meet with every fire department and provide training – an initial meeting with the county EMS was already conducted.

The PUC is planning on ruling on this application around March of 2023. If approved, the permits for the project can be issued as soon as June or July of 2023 and construction starting in August of 2023.

The city continues to hold party status and monitor any developments with this project. City staff, attorney and engineers will also continue to work with SCS to ensure that safety measures will be followed as presented and future growth of roads and utilities can be maintained.

12/20/22 Update: The PUC staff has issued a proposed procedural schedule for hearings regarding the Summit Carbon Solutions pipeline. Testimony for the docket will begin on March 3, 2023, and conclusion of evidentiary hearing is planned for April 24th-May 5th, 2023. The proposed procedural schedule will be reviewed by the commission at their December 20th meeting. You may listen to the meeting by going to www.puc.sd.gov

A copy of the proposed schedule is included in the council packet.

1/03/23 Update: The PUC rejected the proposed procedural schedule for hearings due to testimony that it will conflict with attorney schedules and farmer workload in the spring. The commission asked staff to propose a new schedule. The new proposed schedule is set to go before the commission for review on January 5th. The new schedule would start March but allow additional time for discovery and testimony through the summer and then the hearings would begin in September. I will know on January 5th if the PUC accepts this schedule or not. Also, ISG has put together some information on possible utility crossing going west over the pipeline. Craig and I plan to sit down with ISG to review next week and then pass it along to Summit.

Also, Mayor Jones was contacted by a gentleman named Tony Ventura. It seems that Mr. Ventura is against carbon pipelines, so he is against the Summit Carbon Solution pipeline proposed to be placed just west of city limits. Mr. Ventura has sent proposed wording for an ordinance that would regulate carbon pipelines as far as setbacks, size, etc. and asked the city to enact the ordinance. The Mayor indicated that the Summit pipeline does not go through city limits so any city ordinance enacted would not affect the Summit pipeline. The pipeline is in the county and the city has no jurisdiction outside of city limits. Mr. Ventura will need to approach Minnehaha County to enact any regulations or ordinances that Summit would be subject to adhere to.

01/17/23 Update: The PUC met last on 1/5. They made approved a motion to withdraw party status for Jody Eli-Ackerman and they also approved the amended procedural schedule present by staff. Discovery would start the beginning of March and Hearing dates are scheduled for September 11-22 and 25-29 if needed. This timeline is longer than Summit Carbon Solution wanted but it has now been set by the PUC. A copy of the order for both items is in your packet for reference.

FYI – New officers were elected for the PUC Board on 1/5. Kristie Fiegen is the new chairman, Gary Hanson is the vice-chairman, and Chris Nelson is a commissioner.

02/07/23 Update: No significant changes on the PUC application review. SCS did file a motion to ask the Board to reconsider the timeline set forth for the hearings. This motion will be considered by the PUC at their Feb 9th meeting.

Citizens within the county did attend the Minnehaha County Planning & Zoning meeting on Jan 23rd to ask the Board to consider adopting a pipeline ordinance. Their concerns were with placement, setbacks, safety, and

emergency response. Currently the county or state does not regulate pipelines – there are only federal regulations in place. The county P&Z Board did not take any action but indicated that they will consider the issue and if they decide to discuss it further, it will be on a future agenda.

ISG, Craig and I plan to meet on 2/7 with a representative from Summit Carbon Solutions to discuss road and utility crossings that were identified by the city. Hoping to pre-plan pipeline depths to accommodate further city growth west.

02/21/2023 Update: SCS filed a motion to ask the PUC Board to reconsider the timeline set forth for the hearings. On 2/9/23 the PUC Board considered this motion, and it was denied. The procedural schedule will remain the same, with hearings set for September of 2023. The PUC also set a date of 11/15/23 for final decision on the application from SCS.

3/21/2023 Update: No significant updates. SCS has sent data to our city engineers that identify their pipe size, depth, and location. ISG will evaluate to see if there are any conflicts with utility crossings. There were also several bills introduced at this year's legislative session regarding eminent domain laws – no changes passed but there was a lot of discussion. SCS has filed several lawsuits, hoping to get the right to survey. No new news from the PUC.

Prior Council/Board Action:

None

Possible Action:

Discussion Only – No Action

Fiscal Impact:

None at this point

Attachments:

None