

Hartford City Council Agenda
July 7, 2020 7:00 pm

Mayor Jeremy Menning

Ward 1: Mark Brenneman & Travis Kuehl - Ward 2: Mark Monahan - Ward 3: Scott Nelson & Arden Jones

Pledge of Allegiance

Business Items

- Roll Call of Mayor and City Council Members
- Additions to the Agenda/Approve Agenda
- Approve Minutes of Previous Meeting(s)
 - *Regular Meeting Minutes - 06/16/2020
 - *Special Meeting Minutes - 06/29/2020
- Approve Bills Submitted for Payment (if any)

Public Comments - Public Input on Non-Agenda Items

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

Applications, Agreements, Hearings, Resolutions & Ordinances

- Block Party Application for S. Main Avenue - Jennifer Bosch
- Block Party Application for E. 4th Street - Chenae Billie
- Special Event Application - Hartford Area Fire & Rescue Public Safety Day - Chenae Billie
- 2nd Reading of Ordinance #687 - Amend Off-Street Parking Regulations
- 2nd Reading of Ordinance #689 - Amend Golf Cart Regulations

Old Business

- Review Pledge Amount to HADF Envision 2025 Capital Campaign
 - *Update on Campaign provided by Al Doeve
 - *Consider release of additional city funding for Campaign - Justin Eich & Keith Matthiesen
- Recognition of Outgoing Council Member - Scott Nelson
- Oath of Office - LaVonne Randall, Ward 3

Adjourn as Old Council

Reconvene Meeting as New Council

Mayor Jeremy Menning

Ward 1: Mark Brenneman & Travis Kuehl - Ward 2: Mark Monahan - Ward 3: Arden Jones and LaVonne Randall

Roll Call of Mayor and City Council Members

New Business

- Election of Council President
- Election of Council Vice-President
- Mayor Appointment of Ward 2 City Council Member - Mark O'Hara
- Church League Softball Plan
- Discuss Pets within the City Parks
- Discussion of Possible RFP Process for Future WWTF

Reports

- Minnehaha Sheriff Deputy Report - Report Provided by Deputy Ryan
- Chamber and Economic Development Director - Gabe Steinmeyer
- City Engineer Report - Stockwell Engineers
 - *Presentation of Stockwell Engineers Wastewater Design Team
 - *Review/Approve Amendment to the Wastewater Treatment Facility Agreement
- Public Works Superintendent - Craig Wagner
 - *Discussion of Street Lift Policy
- Finance Officer Report - Karen Wilber
- City Administrator Report - Teresa Sidel

Correspondence

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

Adjournment

Next City Council Meeting: July 21, 2020

City Council Meeting – Regular Meeting June 16, 2020

Council President Arden Jones called the meeting to order at 7:00pm with the following city council members present: Mark Monahan, Travis Kuehl, and Scott Nelson. Mayor Jeremy Menning and Mark Brenneman were absent with notice. Also present were City Administrator Teresa Sidel, City Finance Officer Karen Wilber, Public Works Superintendent Craig Wagner, Chamber & Economic Development Director Gabe Steinmeyer, City Attorney Tom Frieberg, City Engineer Mitch Mergen and approximately 10 people from the public.

BUSINESS ITEMS:

- **Approve Agenda:** A motion was made by Kuehl, second by Nelson to approve the agenda as set - all voted yes, motion carried.
- **Approval of the Minutes:** A motion was made by Nelson, second by Kuehl to approve the meeting minutes from June 1, 2020 – all voted yes, motion carried.
- **Approval of the Bills:** A motion was made by Kuehl, second by Monahan to approve the bills submitted for payment – all voted yes, motion carried.

PUBLIC COMMENTS:

- Scott Nelson was present to request permission for the Church Softball League to be able to use the fields on Sundays at 6:30pm. All organizations are required to submit a plan to the City which lays out what guidelines they will be implementing in regard to COVID-19. Nelson will relay this information to the Church League and asked that this item be put on the July 7th meeting agenda.
- Bud Jensen, who resides at 105 N Kingsbury Ave, was present at the last meeting to discuss a water draining issue at his property. Since that meeting, Councilman Monahan has been out to look at his property. Mr. Jensen was wanting to know if any solutions have been discussed. Monahan reassured him that he will be looking into the issue more in the coming weeks.
- Jennifer Bosch, who resides on S. Main Ave, was present to request approval to have a block party on July 11th. The City was not in receipt of her application until the time of the meeting, so this was not included on the agenda. She was informed that this needs to be an agenda item to be able to take any action. This block party application will be added to the July 7th meeting agenda.

VISITORS:

- Jesse Fonkert was present to introduce himself to the council in his new role as Executive Director for MCEDA/LCEDA. He thanked Hartford for their membership in MCEDA over the past several years and looks forward to working with the City in his new role.
- Leah Johnson, President of the Jamboree Committee, was present to provide an update to the council. With the Jamboree Day event cancelled for 2020, the committee still wanted to do something to celebrate Hartford. They decided to hold a car parade this coming Saturday June 20th at 4:30pm. The route, of which a map was provided to the council, will weave through a number of residential streets allowing residents to enjoy the parade from their front yards. The committee continues to plan for a smaller one-day event tentatively scheduled for Sept 26th. Plans include a car show, entertainment in the park, a burnout, local food vendors and a street dance. With the pandemic still going on, these plans will be reevaluated when the event get closer to determine if they will move forward.
- Matt Evans with HASR was present. He thanked City staff and the council for the work on the recently completed sidewalk project at the Sports Complex. HASR is requesting approval to market advertising opportunities at the Sports Complex to local area businesses. They would like to offer the following advertising packages: \$250/year for a 4x8 banner placed on outfield fencing; \$1,000/year for scoreboard advertising; and \$100/year for website advertng. All advertising designs would be approved by HASR and the City Administrator. The consensus of the council was to move forward with this as long as an agreement, similar to the agreement the City uses to lease billboard advertising space, is signed for each advertising package sold. Sidel will work with HASR on the agreement paperwork. HASR is also seeking approval to install a permanent sign at the Sports Complex. The informational sign would have an updated complex map along with an area for sponsors listed. The sign would be placed near the softball fields where the majority of the traffic is. The consensus of the board was to allow the new signage. HASR plans to resume the Chase the Ace fundraiser this fall.
- Steve Watson with ISG, and two members of his team, were present to introduce themselves and their company to the council. They are a design and engineering firm with 10 offices in the four-state region of SD, MN, IA & WI.

ORDINANCES, RESOLUTIONS, APPLICATIONS AND HEARINGS:

- **2nd Reading of Ordinance #688 Revise Title 12 of Municipal Ordinance – Penalties:** Title 12 governs the penalties for a violation of municipal code. Wording has been added to state that penalties for violations of Title 7, which is traffic regulations, are punishable by a fine amount that has been established by the State. This will allow the Sheriff's Dept to issue traffic citations under the City's ordinance, therefore resulting in the City getting

a portion of the fine. A motion was made by Monahan, second by Nelson to approve 2nd Reading of Ordinance #688 Revise Title 12 of Municipal Ordinance – all voted yes, motion carried.

- **1st Reading of Ordinance #687 – Amend Off-Street Parking Regulations:** The City’s zoning regulations addresses all permanent off-street parking on private property, such as parking pads and driveways. The regulations do not address any temporary off-street parking. Proposed changes to the zoning regulations would add Section 9 under Off-Street Parking to allow the Zoning Administrator to issue a temporary off-street parking permit, not to exceed 30 days, for special circumstances. All applications would be submitted for review/approval by the Zoning Administrator. The Planning & Zoning Board has reviewed these changes and they are recommending approval by the council. A motion was made by Monahan, second by Kuehl to approve 1st Reading of Ordinance #687 Amend Off-Street Parking Regulations – all voted yes, motion carried.
- **1st Reading of Ordinance #689 – Amend Golf Cart Regulations:** In an effort to make the operation of golf carts within the city as safe as possible, this amendment would add wording under Section 7.0907 that defines a passenger limit allowed on a cart, states that standing while the cart is in motion is not allowed, and that no person shall sit on the lap of another while the cart is in motion. A motion was made by Monahan, second by Nelson to approve 1st Reading of Ordinance #689 Amend Golf Cart Regulation – all voted yes, motion carried.

REPORTS:

- **Fire Department Report:** Fire Chief Bryon Shumaker was present to give a fire department update. For April there were 37 total calls with 18 in city limits while in May there were 18 total calls with 6 in city limits. There was no training in April due to COVID-19 but both EMS & Fire training resumed in May. Year to date the department is seeing an up-tick in calls.
- **Engineer Report:** Mitch Mergen provided engineer updates:
 - Ruud/Opal Lane Intersection Improvements – Contracts are in place. Work is scheduled to begin in July.
 - 9th Street Improvements – Contract are in place. Work is scheduled to begin in July.
 - Industrial Park Sanitary Sewer Extension – Work continues on assisting City staff with the grant application.
 - Waste Water Treatment Facility – Engineers Mitch Mergen and Jon Brown presented the council with an amendment to their original agreement to begin schematic design services. The goal is to meet the Oct 1st deadline for application submission to the SD Water Board. If this deadline is met, we would be considered in the first round of funding allocations on Jan 1st. Further discussion was held on the services covered under the amendment and ramifications if this agreement was not approved until the next council meeting. Brown indicated that if we did not move forward with the soil borings as this point, it would be best to wait until fall. Another process Brown suggested being done as soon as possible is notifying the regulatory agencies about the project. A motion was made by Monahan, second by Nelson to authorize Stockwell to move forward with the soil borings and document submission to the environmental agencies – all voted yes, motion carried. A motion was made by Monahan, second by Kuehl to table the amended agreement until the July 7th meeting – all voted yes, motion carried.
- **Public Works Report:** Public Works Superintendent Wagner’s report was provided to the council.
 - Streets – The first application of mag water has been applied. There is a slurry seal preconstruction meeting scheduled for June 18th. Staff plans to work on alleys next week. The maintainer repairs are done, and it is working well. The banner & basket brackets for the downtown lights have been ordered. Staff will install in the next few weeks. Mosquito fogging was done this week as well as street sweeping. Staff is working on drainage areas.
 - Water – Changing out meters as time allows.
 - Sewer – Reporting for the month has been done. Samples will be taken next week.
 - Sports Complex: Concrete work is done. Staff will finish up some dirt work with seeding to follow at a later date.
- **Finance Officer Report:** City Finance Officer Wilber’s report was provided to the council. Items included cash balances, sales tax revenue and committee fund balances as of May 31st and a recap of bills submitted for payment. The calendar of events was also provided. The municipal election will be held Tues June 23rd. Due to the pandemic, the previous appoint election workers opted not to work. A new board has been established and member are Georgia Viereck, Rosey Quinn & Darla Lawver. A motion was made by Nelson, second by Kuehl to approve the appointment of the new election board for the June 23rd election – all voted yes, motion carried. State law requires that the official canvas of the election returns needs to be done within 7 days of the election, making our deadline June 30th. Since our next regular council meeting is not until July 7th, a special meeting will have to be held. It was the consensus of the group to hold that meeting at 7pm on June 29th.
- **City Administrator Report:** City Administrator Sidel’s report was provided to the council. The City of Sioux Falls will now be offering free landfill passes. The passes will be available on July 1st. The Bike/Rec Trail Committee would like to try and secure a grant to help pay for Phase 6 of the trail system. Sidel will be sending a letter of intent with the actual grant application due in October. The City has received the Wellmark 3-Point Play Community Award Grant in the amount of \$12,520. This program allows fans to nominate their hometown for every field goal in football or 3-pointer in basketball made by a USD player. These funds can be used for health/wellness type projects. A project that staff thought of was to refurbish the used playground equipment that was purchased a few years back. The project could include sandblasting, repainting, wood/fiber chips, edging, and placement of the system. The council liked this idea and the consensus was to replace the playground equipment

at Turtle Creek Park with the refurbished system. Wagner will get quotes for the work. Sidel provided a recap of where the City's sales tax revenue is at compared to last year. At this point, it appears that the pandemic has not impacted our sales tax revenues as much as expected.

OLD BUSINESS:

- **Review Proposed Changes to Employee Manual:** When the employee manual was last drafted/adopted, there were only hourly positions. Since the City now has both hourly and salary positions, suggested updates would clarify wording between hourly and salary in certain sections of the manual. A motion was made by Monahan, second by Nelson to approve the proposed changes to the employee manual – all voted yes, motion carried.

NEW BUSINESS:

- **Transfer of Land to HADF – Tract 1 of Heiden's Addition:** A motion was made by Monahan, second by Nelson to transfer Tract 1 of Heiden's Addition to the HADF – all voted yes, motion carried.

CORRESPONDENCE: None

EXECUTIVE SESSION: A motion was made Monahan, second by Kuehl to enter executive session pursuant to SDCL 1-25-2 (3) for legal at 8:46pm – 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

EXECUTIVE SESSION: A motion was made by Monahan, second by Nelson to exit executive session at 9:24pm – all voted yes, motion carried.

ADJOURNMENT: A motion was made by Nelson, second by Monahan to adjourn at 9:25pm – all voted yes, motion carried.

Minutes recorded by City Administrator Teresa Sidel.

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

Teresa Sidel, City Administrator

City Council Meeting – Special Meeting June 29, 2020

Mayor Jeremy Menning called the meeting to order at 7:05p.m. with the following city council members present: Mark Monahan, Arden Jones, Travis Kuehl, and Scott Nelson. Mark Brenneman was absent without notice. City Administrator Teresa Sidel was also present, along with Chamber and Economic Development Director Gabe Steinmeyer.

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

Canvass Election Results for 2020 Ward 3 Municipal Election: The municipal election for Ward 3 was held on June 23rd. The unofficial election results reflected a 13.6% voter turnout, including several absentee votes. The city council opened the poll book and verified the election results. For the 2-year term position of Ward 3 Councilperson – LaVonne Randall received 74 votes and Gail Olson-Duck received 40 votes. The canvass was completed by the Council signing the Official Canvass Sheet and certifying the result. A motion was made by Monahan, second by Kuehl to approve the election results – all voted yes, motion carried.

Review/Approve Fine Schedule for Sheriff Department: The city has adopted ordinances for the safety and well-being of the public and contracts with the Minnehaha Sheriff's Department to enforce these ordinances. Starting July 1, 2020, the sheriff's department will start issuing fines using Hartford's fine schedule so the city will receive a portion of the fine revenue. A list of proposed fine amounts was presented to the council for their review and approval. A motion was made by Monahan, second by Nelson to approve the proposed fine amount list with a minimum fine amount of \$50.00, except for junk vehicles which will be set at a fine amount of \$25.00 per day – all voted yes, motion carried.

Adjournment: A motion was made by Monahan, second by Kuehl to adjourn at 7:21p.m. – all voted yes, motion carried.

Minutes recorded by City Administrator, Teresa Sidel.

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

Teresa Sidel, City Administrator

APPLICATION TO CONDUCT A "BLOCK PARTY" WITHIN THE CITY OF HARTFORD, SOUTH DAKOTA

Where Event will be held: __South Main Ave__ from house number 512 to 403

Person or Organization sponsoring the event:

N/A

Date of the Event: July 11th, 2020 _____

Hours: 8 AM to 10 PM _____

Special Requests (Barricades, picnic tables, etc.)
Barricades

Person Applying: _Jennifer Bosch_

Signature

816 853 6323

Phone Number

Date

6.16.20

Jennifer Bosch

Application Fee: \$5.00 Paid _____ cash check

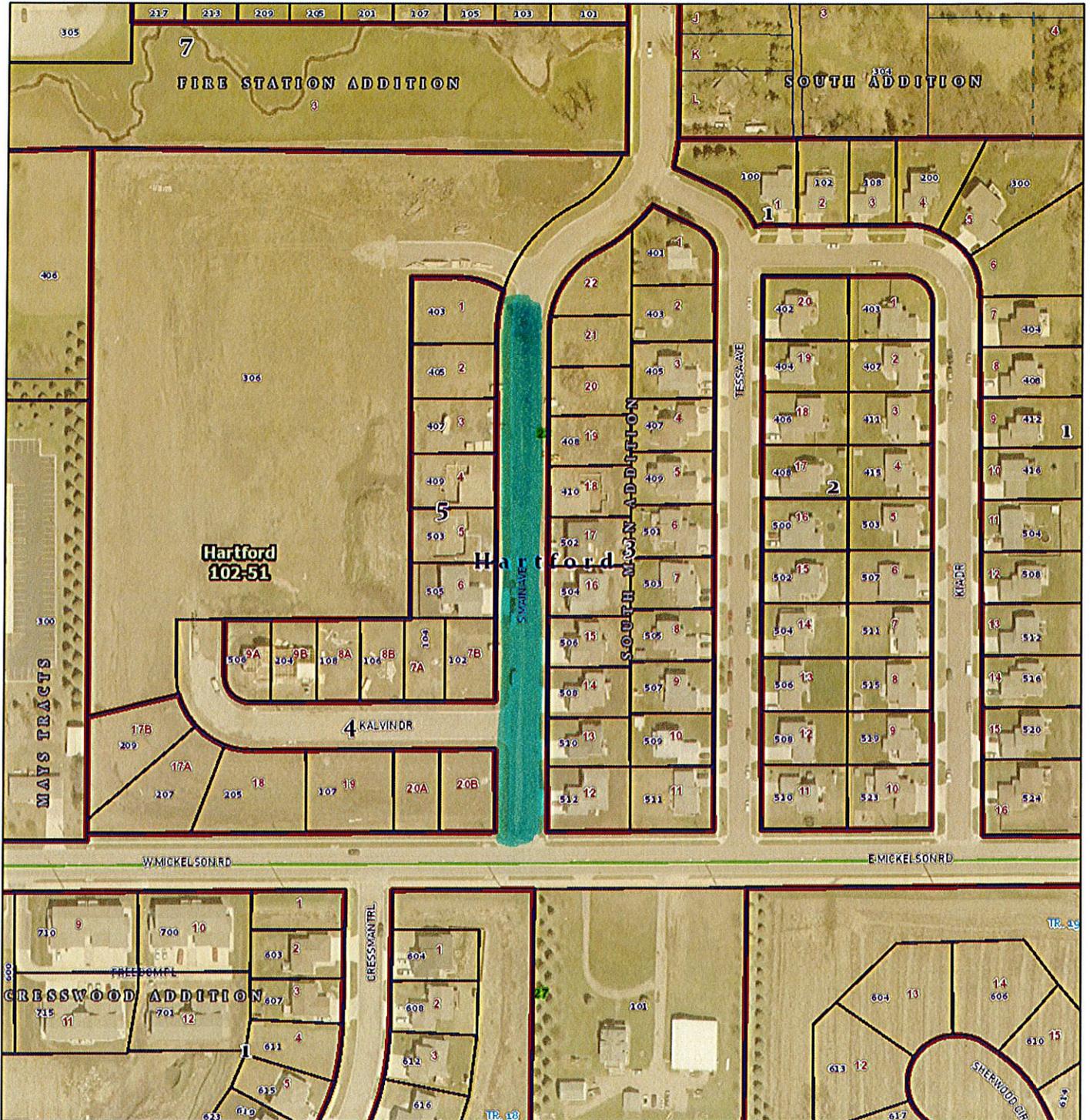
#1811 6/23/20

This request for the above described event will be reviewed by the Hartford City Council at their meeting to be held on: June 16th, 2020

Council Decision: Granted _____ Denied _____

Date: _____

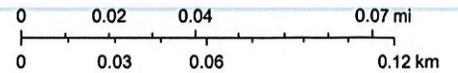
South Main Block Party Map



6/30/2020, 12:02:29 PM

1:2,257

- County Tract County Parcels
- County Lot Parcels
- County Block Standard Tax Parcel
- County Additions
- County Tax Lines Condo or Suite
- Municipalities
- PLAT
- Section
- TAXLOT
- Townships



Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), (c) OpenStreetMap contributors, and the GIS User Community, City of

APPLICATION TO CONDUCT A "BLOCK PARTY" WITHIN THE CITY OF HARTFORD, SOUTH DAKOTA

Where Event will be held:

303 E 4th St. Hartford SD 57033
blocked off from Reyder to Vandemark

Person or Organization sponsoring the event:

Chenece Billie

Date of the Event: August 15th, Saturday 2020

Hours: 3pm - 9pm

Special Requests (Barricades, picnic tables, etc.)

we would like to block off the street but will provide barricades tables, & trash cans

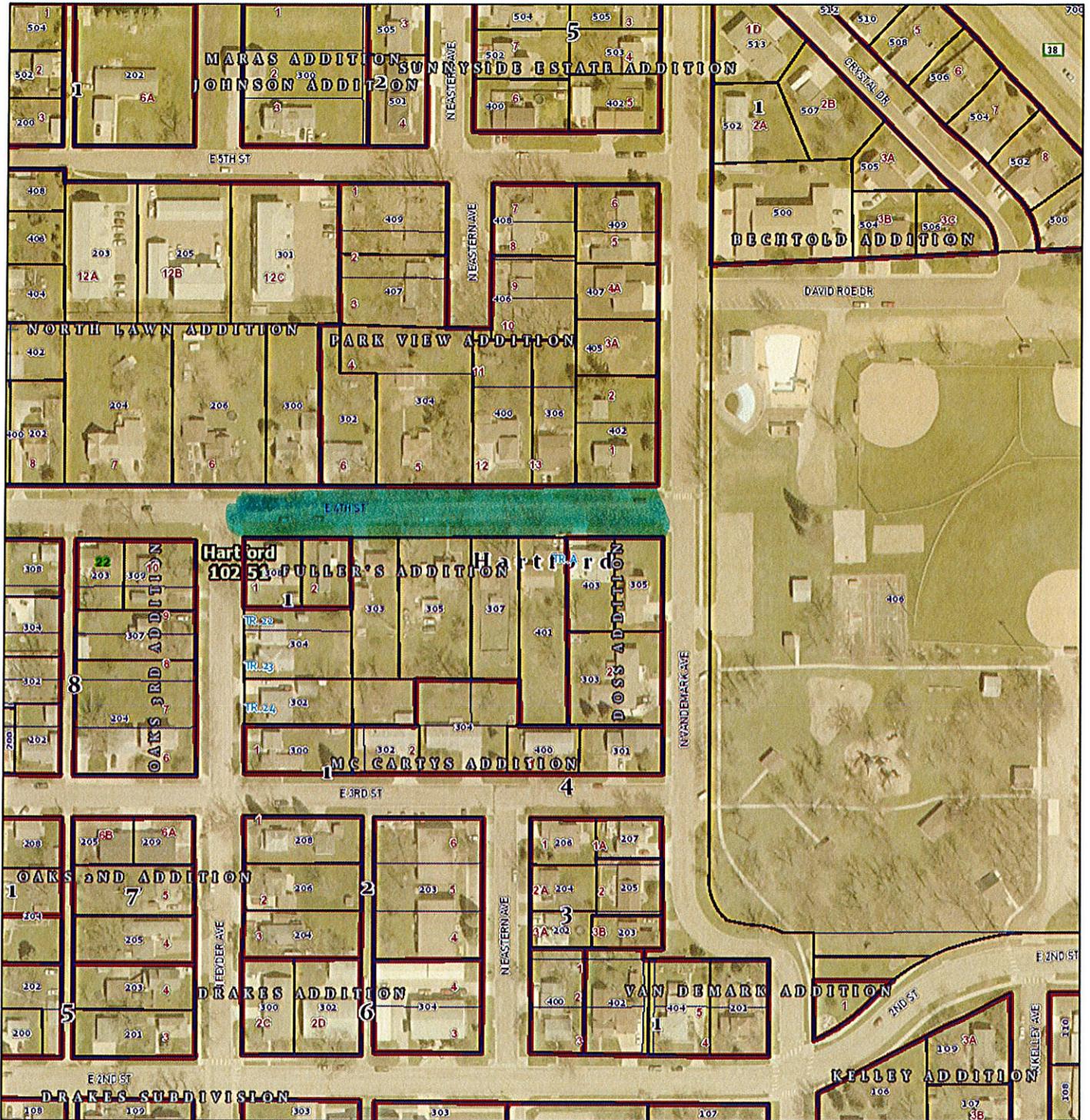
Person Applying: Chenece Billie 605-323-8745 6-29-2020
Signature Phone Number Date

Application Fee: \$5.00 Paid _____ cash _____ check

This request for the above described event will be reviewed by the Hartford City Council at their meeting to be held on: _____

Council Decision: Granted _____ Denied _____ Date: _____

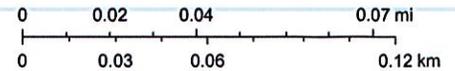
East 4th Street Block Party Map



6/30/2020, 12:08:43 PM

1:2,257

- County Tract County Parcels
- County Lot Parcels
- County Block Standard Tax Parcel
- County Additions
- County Tax Lines Condo or Suite
- PLAT
- Municipalities
- TAXLOT
- Section
- Townships



Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), (c) OpenStreetMap contributors, and the GIS User Community, City of

APPLICATION FOR A SPECIAL EVENTS PERMIT

(No Alcohol Usage)

Hartford Area Fire & Rescue (organization/applicant), hereby makes application to the City of Hartford, South Dakota, to conduct an event described as follows: Chenae B.

Public Safety Day. We have some organizations coming out to inform the public with certain safety measures.

Such event shall be conducted on the 29th day of August, 2020, between the hours of ~~9~~ and ~~3~~.

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

South St. blocked off from Western to Kingsberry Kingsberry

Address of Event: 305 W South St.

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

Chenae A. Billie 10-29-2020
Signature Date

Organization: Hartford Area Fire & Rescue
Applicant: Chenae Billie
Address: 305 W South St
Phone Number: 605-323-8745
Email: ChenaeB91@hotmail.com

THIS PORTION FOR OFFICE USE

The undersigned, City Administrator of Hartford, South Dakota, hereby certifies that the foregoing application has been considered and approved this _____ day of _____, 20____, and that the \$5 application fee have been thereof received.

Signature

Date

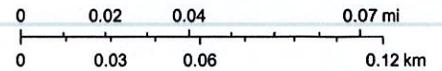
HAFR Public Safety Day-South St Map



6/30/2020, 12:17:14 PM

1:2,257

- County Tract County Parcels
- County Lot Parcels
- County Block Standard Tax Parcel
- County Additions Condo or Suite
- County Tax Lines Municipalities
- PLAT Section
- - TAXLOT Townships



Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), (c) OpenStreetMap contributors, and the GIS User Community, City of

ORDINANCE NO. 687

AMEND ZONING REGULATION #627 **OFF-STREET PARKING REGULATIONS**

AN ORDINANCE OF THE CITY OF HARTFORD, SD, AMENDING ORDINANCE 627, THE 2016 REVISED ZONING ORDINANCE OF THE CITY OF HARTFORD, SD, BY AMENDING CHAPTER 12, SECTION 12.04 (A) & (B) – OFF-STREET PARKING.

BE IT ORDAINED BY THE CITY OF HARTFORD, SD:

That Ordinance 627, Chapter 12, Section 12.04 (A) & (B) – Off-Street Parking shall be amended as follows:

12.04 Off-Street Parking

- A. Definitions – For the purpose of this Section, the following terms are hereby defined
1. Vehicle: Any vehicle which is designed to travel along the ground or in the water and shall include but not be limited to automobiles, vans, buses, motorbikes, trucks, trailers, go carts, golf carts, boats, ATV's, snowmobiles, and campers.
 2. Hard Surface Pad: Asphalt, Concrete or Concrete Pavers that meet or exceed the gross area of the motor vehicle that is parked upon it. An appropriate base course consisting of clean graded sand, gravel or crushed stone shall be compacted to assure uniform support of the slab. All pavers will be laid as to not allow vegetation growth underneath the motor vehicle.
 3. Required Parking Spaces: The required number of parking spaces per Hartford Zoning Ordinance 627, Section 12.04 (C).
 4. Driveway Approaches: An area, Between the curb or pavement edge of a public street and the private property line intended to provide access for vehicles from a public street to a driveway on private property.
 5. Driveway Aisles: An access road leading from a public street to one or more structures or buildings upon private property.
 6. New Driveway: A driveway aisle that has never existed before in a particular place.
 7. Existing Driveway: A driveway aisle that is now in existence or being used at the present time.
 8. Existing Sidewalk: A sidewalk that is now in existence or being used at the present time.
- B. General Conditions – Applied to all Vehicles

1. No parking spaces are permitted in the required front yard in an R or MH District except for portions of the front yard necessary for hard surfaced driveways or as otherwise provided in this Ordinance. Parking is permitted in a side yard or rear yard in an R District upon hard surface pads.
2. Driveway(s) shall not exceed thirty-six (36) feet in width at the property line. An exception for 40' feet driveways at the property line shall be allowed for businesses expecting semi-truck traffic. The design of the driveway flare, within the driveway approach, is optional but cannot exceed 6 feet over the width at the property line. All new driveways must include a poured sidewalk. Repairs or replacement of existing driveways are exempt from including a poured sidewalk within the driveway, unless the property already has an existing sidewalk on either side that abuts the driveway.
3. Access approaches shall be prohibited on arterial and collector streets from the rear yard of a reverse frontage lot in a residential area.
4. All parking areas in the side and rear yard shall have a hard surfaced pad.
5. All access aisles driveways must be concrete or asphalt, no concrete pavers are allowed. An access aisle to a side yard accessory building or parking pad is required. An access aisle to a rear yard accessory building or parking pad is optional.
6. The parking requirements in this section shall not be applicable to property in the CB Central Business District, except for residential uses which are authorized by a conditional use permit.
7. Unless a conditional use permit is received from the Planning and Zoning Board, all Commercial and Industrial Zoned Property must have either concrete or asphalt surfaces, no concrete pavers, on all required parking spaces and all driveway approaches and driveway aisles from the public street to the front of each building with vehicle or pedestrian access. All other parking or maneuvering surfaces may be concrete, crushed concrete, asphalt or crushed asphalt. No parking upon grass or dirt surfaces.
8. The parking of commercial vehicles is permitted in a NRC or R Zoning District, subject to a limit of two commercial vehicles per dwelling unit and the following limitations:
 - a. No solid waste collection vehicle, tractor and/or trailer of a tractor-trailer truck, dump truck, cement-mixer truck, wrecker with a gross weight of 18,000 pounds or more or similar such vehicles or equipment shall be parked in any residential district.
 - b. Any commercial vehicle parked in a NRC or R Zoning District shall be owned and/or operated only by the occupant of the dwelling unit at which it is parked.

- c. A conditional use permit will be required for the parking of more than two commercial vehicles per dwelling unit.

9. The Zoning Administrator may approve a temporary parking permit, not to exceed 30 days, for special circumstances. An application must be submitted to the Business Office for review and approved by the Zoning Administrator. The applicant must comply with all rules and regulations set forth by the Zoning Administrator.

Adopted this ____ day of _____, 2020.

Jeremy Menning, Mayor

ATTEST:

Karen Wilber, Finance Officer

Seal

First Reading:
Second Reading & Adoption:
Publication:
Effective Date:

ORDINANCE NO. 689

AN ORDINANCE OF THE CITY OF HARTFORD, S.D., TO AMEND ORDINANCE #630, AUTHORIZING THE OPERATION OF GOLF CARTS ON CITY STREETS IN AND FOR THE CITY OF HARTFORD, SOUTH DAKOTA

BE IT ORDAINED BY THE CITY OF HARTFORD, S.D.:

Chapter 7.09 - GOLF CART PERMIT - APPLICATION

7.0901 Definitions

- A. "Golf Cart" - A four-wheeled vehicle originally and specifically designed and intended to transport one or more individuals and golf clubs for the purpose of playing the game of golf on a golf course.
- B. "Driver" - One who is actually engaged in the driving of a golf cart.
- C. "Permit" - No person shall operate or use a golf cart on highways under the jurisdiction of the municipality without having obtained a permit from the municipality and having supplied to the City proof of financial responsibility pursuant to SDCL §32-35-2 and SDCL §32-35-64.
- D. "Application" - Every person desiring to obtain a permit to operate a golf cart on highways under the jurisdiction of the municipality shall make an application in writing to the City Finance Office detailing a description of the golf cart proposed to be operated on highways under the jurisdiction of the municipality including the make, model and serial number of the golf cart for which the permit is sought.
- E. "Issuance" - The Finance Office shall grant a yearly permit if satisfied that the applicant has complied with all of the terms and provisions of this chapter and if the evidence submitted in support of the application meets the conditions required for the granting of such permit. A permit decal issued by the City shall be permanently affixed to the rear fender or bumper on each golf cart.

F. "Transfer" - A permit decal for a golf cart may not be transferred from one golf cart to another. A permit issued for a golf cart that is no longer in use must be surrendered or destroyed. A transfer of the permit from the owner to a new owner may occur only upon review and approval of the City Finance Office.

G. "Permit Year" - For the purpose of this section a permit year begins February 1 and ends January 31 of the following year.

7.0902 Insurance.

Before any golf cart permit is granted permitting the use of golf carts on a highway under the jurisdiction of the municipality, proof of financial responsibility for the future as provided in SDCL §32-35-2 and complying with SDCL §32-35-64 must be filed with the City Finance Office in the form of a certificate or policy of insurance issued by a responsible insurer providing liability insurance complying with SDCL §32-35-2 and SDCL §32-35-64 for the golf cart to be operated by the applicant or the applicant's designee on highways under the jurisdiction of the municipality.

The policy or certificate shall not be modified or canceled without 30 days actual notice to the City Finance Office.

The policy or certificate of liability vehicle insurance required by this section shall be approved by the City Finance Office prior to issuance of the license.

7.0903 Drivers.

No person shall drive a golf cart on a highway under the jurisdiction of this municipality without first obtaining from the State of South Dakota a valid driver's license or learner's permit in compliance with SDCL 32-12-1 through 32-12-116. No person shall be issued a permit to drive a golf cart on a highway under the jurisdiction of this municipality without first obtaining a valid driver's license or learner's permit in compliance with SDCL 32-12-1 through 32-12-116.

Proof of financial responsibility in the future must be located with the driver on the golf cart. Every golf cart owner must comply with SDCL §32-35-113 which provides:

"Every driver or owner of a motor vehicle shall at all times maintain in force one of the forms of financial responsibility on the motor vehicle by one of the following methods:

- (1) Having in force on the motor vehicle an owner's policy of liability insurance as provided in § 32-35-70;
- (2) Having in force a bond as provided in § 32-35-83;
- (3) Having a certificate of deposit of money or securities as provided in § 32-3587, but in the amount of fifty thousand dollars; or
- (4) Having a certificate of self-insurance, as provided in §§ 32-35-90 and 32-35-91, supplemented by an agreement by the self-insurer that, with respect to accidents occurring while the certificate is in force, he will pay the same amounts that an insurer would have been obligated to pay under an owner's motor vehicle liability policy if it had issued such a policy to said self-insurer.

Failure to maintain financial responsibility is a Class 2 misdemeanor." and comply with SDCL §32-35-114 which provides: "Every person who drives a motor vehicle, required to be registered in this state, if requested by a law enforcement officer as a secondary action when the driver of the vehicle is detained for a suspected violation of Title 32 or some other offense, shall provide evidence of financial responsibility."

7.0904 Hours or Operation.

Permitted golf carts may operate on highways under the jurisdiction of the City of Hartford from dawn until dusk. Operation of a golf cart from dusk until dawn is not allowed on any highways under the jurisdiction of the city unless the golf cart is equipped with operating

head lights and tail lights.

7.0905 Revocation.

Any permit issued under this section may be revoked by the City Finance Office for the violation by licensee of any applicable provisions of this code, state law or city ordinance or for other good cause.

7.0906 Fee.

The fee for a golf cart permit is \$20.00 per year.

7.0907 Operation.

- A. No person may operate a golf cart on a state or county highway except for crossing from one side of the highway to the other. A golf cart may cross the highway at a right angle but only after stopping and yielding right of way to all approaching traffic and crossing as closely as possible to an intersection or approach. The operation of a golf cart on a state or county highway in a manner not permitted by state law is a Class 2 misdemeanor.
- B. A person who has obtained a permit from the City of Hartford may operate a golf cart on highways under the jurisdiction of the City of Hartford except State Highway 38, County Highway 151 and County Highway 149. A permit is not necessary to operate a golf cart that is crossing 9th Street or Par Tee Drive.
- C. The number of persons riding in a golf cart is limited to the maximum person capacity identified on the manufacture's installed placard. If there is no manufacture's placard or if the golf cart has been modified, the maximum number of persons riding in a golf cart is limited to one person per bucket seat and no more than 3 persons per bench seat.
- D. All persons in a golf cart must remain seated - no standing is allowed while the cart is in motion.
- E. No persons in a golf cart may be carried or sit upon a lap of another person while the vehicle is in motion.

7.0908 Penalty

A violation of this ordinance is punishable by a fine in the amount of \$200.00.

Dated adopted:

Jeremy Menning, Mayor ATTEST:

Karen Wilber, Finance Officer

(SEAL)

First Reading: 6.16.20
Second Reading: 7.7.20
Publish: 7.17.20
Effective Date: 8.6.20

TO: City of Hartford

FROM: Hartford Area Church Softball

Our goal is to return to the fields in a safe and controlled manner. The following plan is to allow us to return to have a safe and fun softball season.

We will maintain a safe distance when conducting before game prayer and meetings and during games. We will ask that players that had been ill the week before to highly consider not playing on that Sunday.

We will ask everyone to limit use of dugouts and stay outside of dugouts during at bat innings. We will advise everyone to bring their own masks and sanitizer but will not be mandatory to wear. There will be no handshakes during or after the games. No sunflower seeds or sharing water bottles will be allowed. We tell all players before the games to play as safe as possible for the hour and a half that we are there.

Thank you

Hartford area Church softball

Jason Carls

MCSO HARTFORD FIELD OFFICE 30 DAY REVIEW, JULY 2020

Security checks: 12 (increase of 2)

Medical calls: 11 (increase of 3)

-----Two Cardiac Arrest with death resulting

Traffic stops: 34 (increase of 19)

Follow-up: 10 (increase off 4)

Dog bite: 4 (increase of 4)

Neighbor dispute: 1 (decrease of 2)

Civil paper service: 22 (increase of 21)

Public assist: 15 (increase of 4)

Parking problems: 2 (decrease of 2)

Family dispute: 8 (increase of 5)

SO Landlines: 18 (increase of 13)

Assault: 2 (increase of 2)

Aggravated Assault: 1 (increase of 1)

Recovered stolen vehicles: 1 (=)

Abandoned vehicles: 6 (increase of 1)

Suspicious vehicle: 4 (increase of 2)

Suspicious activity: 3 (decrease of 2)

Burglary alarm: 2 (=)

Intoxicated subjects: 1 (decrease of 1)

Disorderly subjects: 4 (decrease of 1)

Traffic accidents: 1 (-1)

Total calls for service including Deputy initiated: 262 (increase of 95) 8.73 calls for service per day (30 day)



Continuing to prepare RFI's from interested entities and work on crafting framework for long-term sustainable development project efforts of the city, HADF, and Chamber. Scheduling meeting times with local business leaders to introduce myself and get an understanding of what struggles they are having and what victories they are experiencing.

Hartford Area Chamber of Commerce

- Working with Governance Committee on updating Bylaws. Released the summer Newsletter. Had a great two weeks of the #DiscoverHartford Trailwalk! Planning upcoming event for July and the 3rd Annual Golf Classic. Working with Ambassador committee to assess operations going forward. Great passionate chamber volunteers and board members!

Hartford Area Development Corporation

- Submitted two RFI's in the last month, Working on two more proposals. Continued to monitor the status of other opportunities and work with local developers and landowners to formulate plans for future opportunities.

Regional

- Dakota Resources hosted Rural X on June 17th and 18th from the Buffalo Ridge Brewing Project. Great turn out of participants and the production group loved Hartford. Continuing to network with utility providers, regional partners, and additional entities to see what synergy exists between our organizations and how Hartford can utilize their services to grow our community.



9th Street Improvements

The City approved a resolution of necessity to construct improvements along 9th Street from Mundt ave to Vandemark Ave. Improvements include new water mains, sanitary sewer extension and roadway improvements. The roadway will be constructed with curb and gutter and asphalt pavement. Zacharias Construction was awarded the construction contract. The project is scheduled to be complete during the 2020 construction season.

Update | A preconstruction meeting was held with the Contractor on June 29th. Construction is expected to begin July 6th. Notices were sent to property owners along the project.

Industrial Park Sanitary Sewer Extension

The scope of this project is to construct and extend sanitary sewer facilities to the City's industrial park located at the intersection of Western Avenue & 258th Street. The extension is approximately 1.3 miles in length.



Update | Construction documents are complete and ready to bid. Stockwell staff continue to coordinate with landowners as needed to procure easements. One easement remains on the project. Drafts of easement documents were received from the landowner and are under review. City staff is investigating additional funding sources for the project. Stockwell is assisting City in preparing the Preliminary Engineering Report for a grant from the U.S. Economic Development Administration.



Ruud and Opal Lane Intersection Improvements

The scope of this project is to improve surfacing at the Ruud and Opal intersection. Work will generally include removing the asphalt, repairing underground storm sewer infrastructure, and restoring it to grade. Construction is scheduled for the 2020 construction season.

Update | A Preconstruction meeting was held with the Contractor on June 29th. Work is expected to begin July 27th. Adjacent property owners as well as residents along Trojan Avenue were notified of the work. Temporary access will be constructed to accommodate traffic.

CIP Updates and Rate Study

The scope of this project is to update the city's CIP and conduct a rate study analysis on the water and sewer fund. Stockwell staff will assist with cost estimates and project planning in an effort to evaluate and budget for future projects.

Update | The 2020 CIP was finalized and delivered to City Staff. Stockwell will begin to evaluate water and sewer rates as the WWTF project progresses.

Waste Water Treatment Facility

The 2017 Master Plan for Wastewater Collection & Treatment recommended planning for a new treatment facility. The recommended location for the treatment facility is downstream of the existing facility and southeast of the City. This project includes investigation of potential treatment facility site locations and negotiations with property owners for the purchase of land.

Update | At the last council meeting Stockwell was directed to begin work on geotechnical exploration and environmental investigations. Soil borings are in progress along with wetland delineation. Stockwell staff notified environmental agencies and are awaiting response. Approval of schematic design services and funding assistance is pending approval.

Action | Stockwell's environmental services team will present themselves at the Council meeting. An amendment for schematic design and funding assistance will be presented to the Council for consideration.



Mickelson Road Improvements

The Mickelson Road project was a full reconstruction of the roadway and utilities from Patrick Avenue to Hwy 38. The construction was completed in 2019. The remaining scope of the project is working with FEMA to map the revised floodway and floodplains of the creek that passes under Mickelson Road through the new box culverts.



Update | The LOMR application was submitted to FEMA for review and approval. Stockwell is awaiting a response from the reviewer with comments, questions, or approval. If no additional info is required, a final determination will be issued within 90 days.

Force Account

Stockwell provides services to city staff as needed under a force account agreement. Services typically include plan reviews, costs estimates or other routine services as requested. Plan reviews typically include preliminary plans, conditional use requests, site plans, engineering documents and plats.

Update | Recent force account work includes the following: Feyder Ave Flood Plain ▪ Project Coronet ▪ EDA Grant Assistance ▪ Kuchta's Plat Review ▪ Knapp's Landing Plat Review ▪ TAP Assistance



AMENDMENT TO AGREEMENT

Project: Wastewater Treatment Facility

Stockwell Project No.: 18092

This is an Amendment to the Agreement for Professional Services (hereinafter "Agreement") dated April 13, 2018, by and between **STOCKWELL ENGINEERS, INC.**, 801 North Phillips Avenue, Suite 100, Sioux Falls, SD 57104, (hereinafter "Engineer") and **CITY OF HARTFORD**, (hereinafter "Client"), for the above mentioned project. Revisions to the Agreement are as described below.

Client City of Hartford
125 N Main Avenue
Hartford, SD 57033

Amendment No. 1

Attachments: Amendment for Professional Services

Scope of Services: Client hereby agrees to retain Engineer to perform the Services as outlined in the attached correspondence dated May 29, 2020.

Compensation: In consideration of the change in Work, compensation shall be amended as follows:

Original Agreement Amount:	\$72,373.00
Net Previous Amendments:	\$0.00
Current Agreement Amount:	\$72,373.00
Change this Amendment:	\$192,700.00
New Agreement Amount:	\$265,073.00

Client and Stockwell hereby amend the Agreement as set forth within. In all other respects, the original Agreement is to remain unchanged and in full force between the undersigned.

IN WITNESS WHEREOF, this Agreement is accepted on the date last written below, subject to the terms and conditions above stated and the provisions set forth herein.

CLIENT

STOCKWELL ENGINEERS, INC.

Signed: _____

Signed: _____

Name (printed): _____

Name (printed): Jon Brown, P.E.

Title: _____

Title: President

Date: _____

Date: _____

Amendment for Professional Services

City of Hartford
Wastewater Treatment Facility



18092 | SEI No.
Team Summary | Encl
Survey Limits Map | Encl

May 29, 2020

Via Email
Mrs. Teresa Sidel
City of Hartford
cityhall@hartfordsd.us

Re: Amendment for Professional Services
Wastewater Treatment Facility

Dear Mrs. Sidel,

Stockwell Engineers, Inc. (Stockwell) appreciates the opportunity to provide additional services for the abovementioned project. The extent and scope of service provided by Stockwell staff will remain the same as outlined in our original agreement executed on April 20, 2018. A summary of additional scope and compensation is provided below.

Scope of Basic Services

The following is a scope of work meant to describe services to be provided to the Client for the abovementioned project. Work listed below will be completed by Stockwell Engineers, Inc. (Stockwell) unless otherwise stated. Work not explicitly listed shall be considered an additional service. The scope is organized into the following tasks.

Task 1 | Project Initiation

- 1.1 Coordinate and conduct project kickoff meeting with Client's staff.
- 1.2 Review all background information made available to Stockwell by Client.
- 1.3 Establish list of Stakeholders.

Task 2 | Discharge Permit Compliance Assistance

- 2.1 Amend existing facility plan to comply with discharge permit issued by SDDENR.
- 2.2 Submit one electronic pdf copy of the Facilities Plan to Client for review.
- 2.3 Submit one electronic pdf copy of the Facilities Plan to the following entities for comment.
 - 2.3.1 SDDENR
- 2.4 Address comments to review documents and incorporate into final deliverables.
- 2.5 Deliver electronic pdf copies of the finalized Facilities Plan to review entities.
- 2.6 Deliver to Client one electronic pdf copy of the finalized Facilities Plan.

Proposal for Professional Services

City of Hartford

Wastewater Treatment Facility

Deliverables: Facilities Plan

Task 3 | Site Exploration and Survey

- 3.1 Notify affected property owners of pending survey.
- 3.2 Request permission to survey on private property. Where denied, Client shall negotiate and provide Site.
- 3.3 Research existing easements and plats of record at county courthouse for properties within and adjacent to the project. Client to provide title search if necessary.
- 3.4 Contact public and private utility companies to inform them of the project and request background information.
- 3.5 Request utility locates through the State One Call System, if available.
- 3.6 Delineate wetlands within project limits.
- 3.7 Conduct field survey of land within Client provided Site. Survey to be performed in a manner to record the site's topology and features to a reasonable accuracy. Stockwell to perform the following:
 - 3.7.1 Establish benchmarks and control points throughout site.
 - 3.7.2 Search for existing boundary markers and survey those found.
 - 3.7.3 Investigate below ground facilities accessible at the time of survey and record dimensional characteristics.
 - 3.7.4 Survey subsurface facilities located by utility company's Agent at the time of survey.
 - 3.7.5 Survey topology and above ground features.
 - 3.7.6 Survey delineated wetlands.
- 3.8 Procure geotechnical exploratory service contract with subconsultant. Stockwell to provide Client copy of subconsultant's report. Stockwell is not responsible for any impact on Client's Project caused by subsurface conditions. Stockwell is entitled to rely on the accuracy of information and services provided by subconsultant.
- 3.9 Recommend location and extent of soil boring services necessary for the Project.
- 3.10 Prepare topographic survey utilizing AutoCAD Civil 3D for use by Stockwell in development of plan documents.

Deliverables: Geotechnical Report

Task 4 | Schematic Design

- 4.1 Notify the following regulatory agencies about the Project and request their review.
 - 4.1.1 SDDENR agencies.
 - 4.1.2 Department of Agriculture.
 - 4.1.3 Army Corp of Engineers.
 - 4.1.4 Game Fish and Parks.
 - 4.1.5 Fish and Wildlife.
- 4.2 Notify State Historical Preservation Office (SHPO) about the project and request their review. Client to provide archeological survey, if required.

Proposal for Professional Services

City of Hartford

Wastewater Treatment Facility

- 4.3 Establish Design Criteria
 - 4.3.1 Identify existing wastewater flow rates and wastewater strength and project for an estimated 2045 population.
 - 4.3.2 Consult with South Dakota Department of Environment and Natural Resources to determine preliminary discharge requirements for National Pollutant Discharge Elimination System Permit (NPDES). Stockwell to inquire about future regulatory limits regarding nutrient removal.
- 4.4 Evaluate treatment alternatives
- 4.5 Propose general layout and alignment of improvements. Improvements to be designed to local industry accepted standards. Where available, Stockwell shall implement Client's published standards.
- 4.6 Review layouts with Client's staff.
- 4.7 Review layouts with stakeholders. Anticipated groups include private utilities and funding agencies
- 4.8 Develop preliminary opinion of estimated construction costs for the Project.
- 4.9 Client to develop funding strategy for the Project.
- 4.10 Prepare schematic plan submittal. Schematic plan to contain information suitable to convey to the Client the following:
 - 4.10.1 General layout of improvements
 - 4.10.2 Impacted stakeholders.
 - 4.10.3 Construction phasing.
 - 4.10.4 Preliminary opinion of estimated construction costs.
 - 4.10.5 Client's funding strategy.
- 4.11 Submit one electronic pdf copy of the schematic plan to Client for review.
- 4.12 Submit one electronic pdf copy of the schematic plan to the following entities for comment.
 - 4.12.1 Private utility companies.
 - 4.12.2 Funding Agencies
- 4.13 Address comments to review documents and incorporate into final deliverables.
- 4.14 Deliver electronic pdf copies of the finalized schematic plan to review entities.
- 4.15 Deliver to Client one electronic pdf copy of the finalized schematic plan.

[Deliverables: Schematic Plan and Cost Estimates](#)

Task 5 | Funding Assistance

- 5.1 Prepare Wastewater Facilities Plan Submittal. Update Facilities Plan to include results of Client approved schematic plan. Facilities plan to contain information suitable to accompany the Client's application for funding under the State Revolving Fund (SRF).
- 5.2 Submit one electronic pdf copy of the Facilities Plan to Client for review.
- 5.3 Submit one electronic pdf copy of the Facilities Plan to the following entities for comment.
 - 5.3.1 SDDENR
- 5.4 Address comments to review documents and incorporate into final deliverables.
- 5.5 Deliver electronic pdf copies of the finalized Facilities Plan to review entities.

Proposal for Professional Services

City of Hartford
Wastewater Treatment Facility

5.6 Deliver to Client one electronic pdf copy of the finalized Facilities Plan.

[Deliverables: Facility Plan](#)

Additional Services

A non-comprehensive outline of additional services and exclusions from Stockwell's proposal are listed below. If authorized in writing by Client, Stockwell will furnish additional services over and above the amount set forth by this agreement. Compensation for additional services will be at Stockwell's current hourly rates or otherwise as mutually agreed upon by both parties.

- Review and Filing Fees
- Wetland mitigation plan
- Archeological Survey
- Title search of properties
- Establishing Cost Recoveries
- 404 Nation Wide Permit Application
- Development of Cost Recovery Districts
- Public Meetings
- Construction Documents

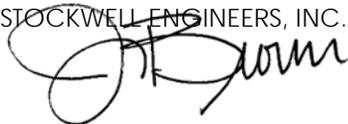
Compensation

Client shall pay Stockwell for Basic Services set forth above as follows:

- 1.1 A Lump Sum amount of **\$192,700**. Compensation will not exceed the total Lump Sum amount unless approved in writing by the Owner.
- 1.2 The Lump Sum includes compensation for Engineer's services and services of Engineer's Subcontractors and Subconsultants, if any. Appropriate amounts have been incorporated in the Lump Sum to account for labor costs, overhead, profit, and expenses (other than any expressly allowed Reimbursable Expenses).
- 1.3 In addition to the Lump Sum, Engineer is also entitled to reimbursement from Owner for Reimbursable Expenses.
- 1.4 The portion of the Lump Sum amount billed for Engineer's services will be based upon Engineer's estimate of the percentage of the total services actually completed during the billing period. Engineer may also bill for any Reimbursable Expenses incurred during the billing period.

Sincerely,

STOCKWELL ENGINEERS, INC.



Jon Brown, P.E.
President

HARTFORD WASTEWATER TREATMENT FACILITY

City of Hartford



Aaron Moen, P.E., PMP
Project Manager



Mitch Mergen, P.E.
Client Liason



Jon Brown, P.E.
Client Representative



Ryan Truax, E.I.T.
Environmental



Jim Housiaux, P.E.
Wastewater Engineer



Shane Dennis, E.I.T.
Environmental

HARTFORD WWTF

PROJECT TEAM



Aaron Moen, P.E., PMP
Project Manager

Aaron is a senior project manager and practicing engineer who recently joined our team at Stockwell Engineers. Aaron graduated from South Dakota State University with a Masters Degree in Civil and Environmental Engineering with a thesis in membrane filtration technology. Aaron brings nearly 25 years of leading and managing various large scale capitol projects ranging from Bio-chemical process plants to water resource improvement projects.



Jon Brown, P.E.
Client Representative

Jon is President and Principal Engineer for Stockwell Engineers Inc., and has over 25 years of design and municipal engineering experience, many of those years serving in the capacity of City Engineer for numerous surrounding communities. Jon will act as Client Representative for the project offering his 20 plus years of experience with Hartford's system to the design team.



Mitch Mergen, P.E.
Client Liason

Mitch will act as the Client Liason updating City staff and Council as the project progresses. Mitch is an experience municipal engineer who represents various cities throughout the area, advising them of their infrastructure needs. Since 2004, Mitch has worked with the City of Hartford and has been involved with most every City project during this time. He brings extensive knowledge of the City's current and future infrastructure needs to this project.



Jim Housiaux, P.E.
Wastewater Engineer

Jim has over 30 years experience in wastewater design. Most of his experience has been in evaluating and recommending wastewater treatment solutions for municipal and industrial clients with an emphasis on wastewater conveyance, treatment, and discharge in compliance with regulatory permits. His municipal experience ranges from simple land based treatment processes to a variety of mechanical treatment processes.



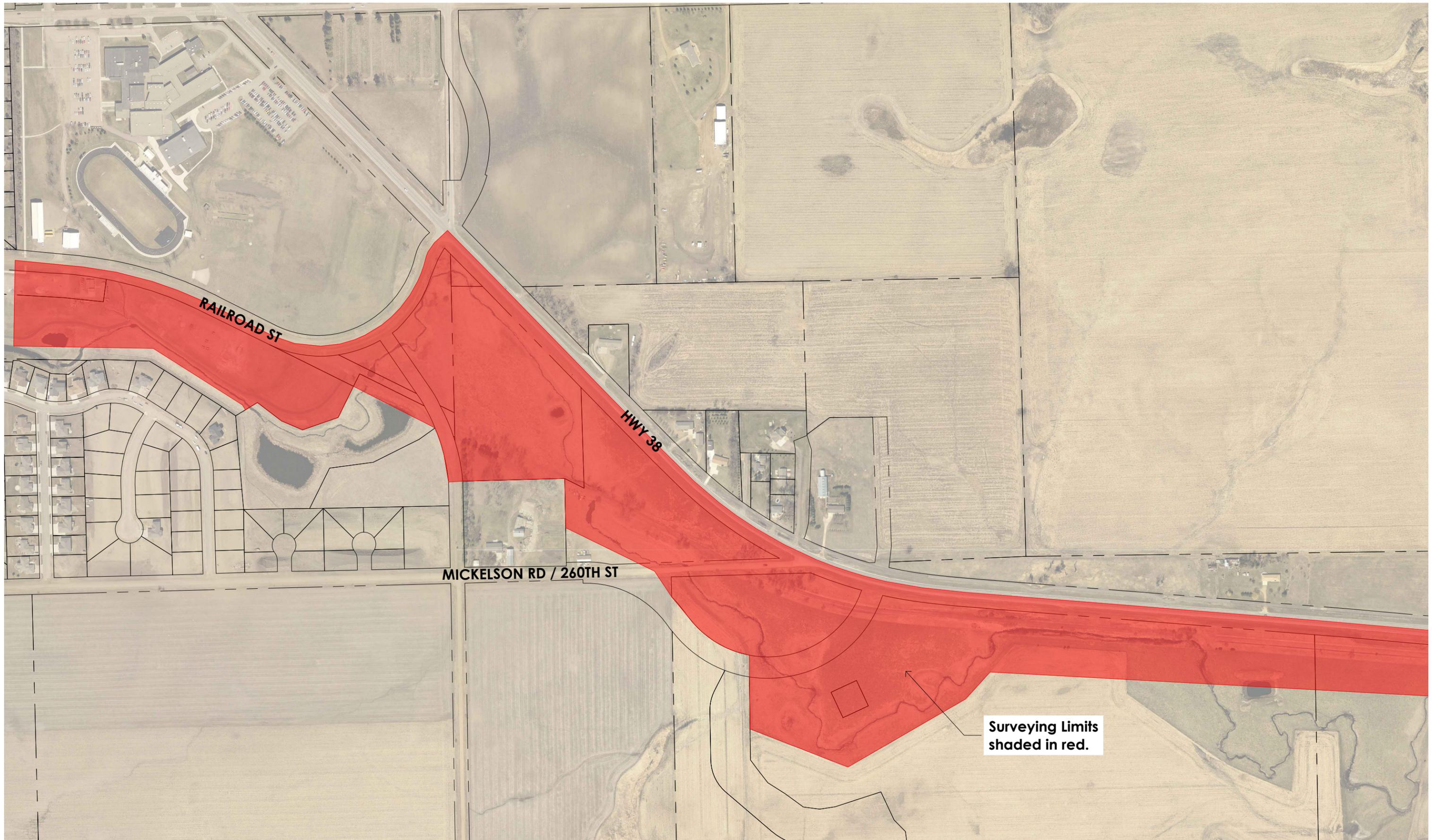
Ryan Truax, E.I.T.
Environmental

Ryan is an engineer in training with a Masters Degree from South Dakota School of Mines & Technology in Civil and Environmental Engineering. With a thesis in geo-chemistry and experience with water resources, Ryan will assist the design team in evaluating treatment alternatives for the project. Ryan was involved with past updates to Hartford's facility plans and is familiar with the City's current and future challenges.



Shane Dennis, E.I.T.
Wastewater Design

Shane is a young engineer in training who joined our company in 2018. Shane is currently pursuing his Masters Degree in Civil and Environmental Engineering and is applying his knowledge to projects within our office. Shane has experience with operating and designing wastewater systems and providing construction administration services for various projects.



18092 - Survey Limits.dwg

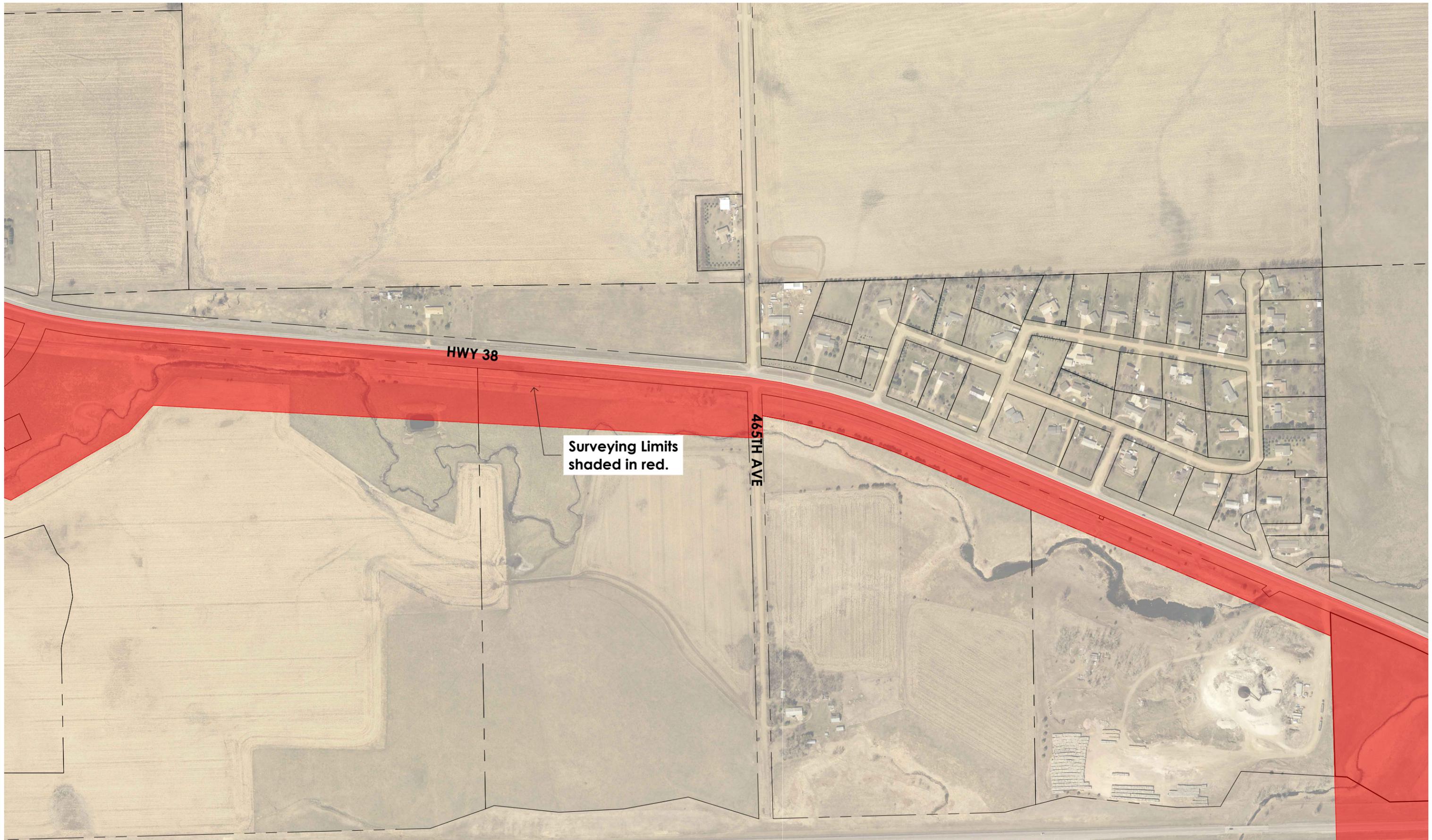
Hartford Wastewater Facility - Surveying Limits Exhibit 1

Hartford, South Dakota



Scale: 1" = 400'





HWY 38

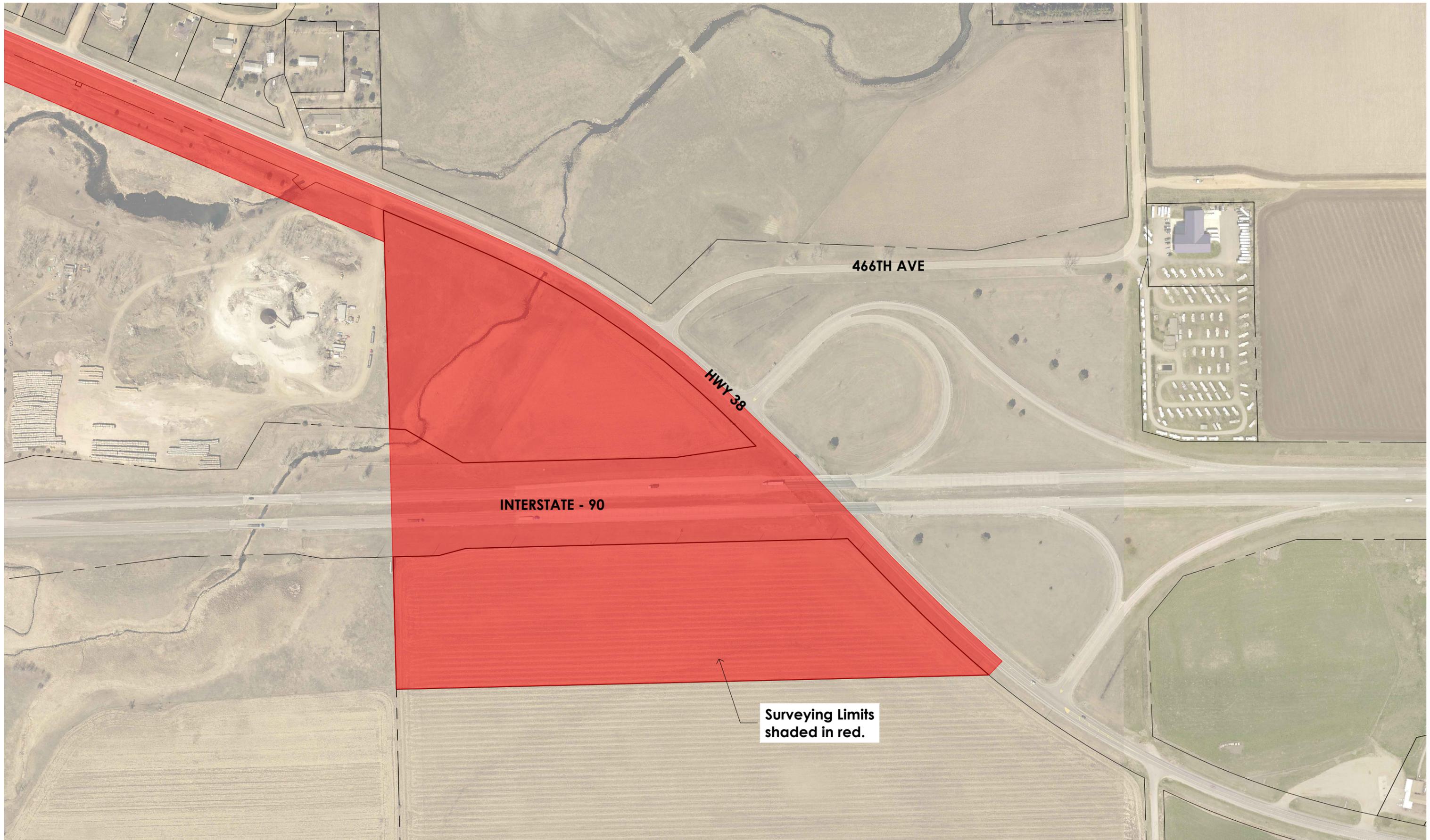
465TH AVE

Surveying Limits shaded in red.

18092 - Survey Limits.dwg

Hartford Wastewater Facility - Surveying Limits Exhibit 2
Hartford, South Dakota





18092 - Survey Limits.dwg

Hartford Wastewater Facility - Surveying Limits Exhibit 3
Hartford, South Dakota



Scale: 1" = 300'



Maintenance Report – 7/7/2020

June 30, 2020

Streets

Slurry seal – We had a precon meeting a few weeks ago. We are scheduled for second week in August at this time.

Roads – We have some alley work to do, which we are hoping to work on next week.

Equipment- All of the equipment is running well.

Dump truck – We have picked up the two trucks. They are in very good shape and drove great.

I-90 – The last e-mail we received from Steve Gramm with SDDOT stated everything is moving along.

Hwy 38 – No updates on this.

Signage – Nothing new at this time.

Downtown lights – We are in the process of installing the brackets for the baskets and banners. We need to install the lower brackets when the banners arrive.

Mosquito fogger – Jesse had the fogger out this week, we will continue to monitor and spray as needed throughout the summer. We received \$3,140.00 for the West Nile Grant. This is more than the surrounding communities except Sioux Falls.

Street sweeping – Alan had the sweeper out last week. We will, or planning on having it out at least once a week.

Speed trailer – The speed trailer is out on Vandemark Ave. We will be changing it to face north next week.

Drainage areas – Terry has started working on the drainage areas. They have been weed whipping the cattails and also started spraying them. We will be cleaning inlet boxes out later this summer as time allows.

New developments – After visiting with other Cities, along with Sioux Falls and Mitch, I have a proposal for when the top lift would be put down.

The top lift would not be put down until the underground utility trenches have went through a construction season.

The contractor can install utilities, curb / gutter, and first lift the first year.

The contractor can choose to install utilities and leave the future road gravel and install curb / gutter and both lifts of asphalt the following year. If they choose this option, they would be able to build a home or business but would not get an occupancy permit until the top list is done. Also, the developer would be responsible for all maintenance of the road until both lifts are completed.

Water

Meters – We are planning on installing meters next week. We plan on doing them like we did last time. We took a couple of days a week and drove around and caught people at home. With COVID 19 this year it might be a little harder to get them done.

Reports – The quarterly reports have been sent in to DENR.

Sewer

Main list station – Everything is running well at this time.

Reports – The DMR's are done and sent in for last month.

Lagoons – We received permission to discharge, we should be done next week.

Sagehorn lift station – All is good at this time.

Park

Parks – The parks are in good shape, and all is going well.

Turtle Creek – June Hansen with South Dakota Board on Geographic Names sent an e-mail the other day, things should be moving ahead in July.

Bike Trail – I'm working with Troy to get some signs ordered. They want signs made up with Mike Fitzmaurice's citation on them. Lyle signs is working on them, they are planning on having full staff next week.

Pool – Nothing new at this time.

Sports complex – The seeding at the Sports Complex is done. We have been working on the future building site as the weather allows.

Public Buildings – Project done.

FINANCE OFFICER REPORT

July 7, 2020

Financials: I am working on the June month/quarter end duties. The following is a recap of revenue received for the month:

State of South Dakota	23,505.45	(1 st Penny Sales Tax)
State of South Dakota	23,505.45	(2 nd Penny Sales Tax)
State of South Dakota	2,972.12	(3 rd Penny Sales Tax)
Minnehaha County	109,511.27	(Real Estate Taxes)
Minnehaha County	10,849.28	(Street Maintenance Fee)
Minnehaha County	7,624.99	(2006 Street Assessment - Principal/Interest)
Turtle Creek Highlands	6,000.00	(Light Pole Upgrade Fee – 6 poles)
Jarding Development	2,000.00	(Light Pole Upgrade Fee – 2 poles)
Misc.	362.00	(Special Assessment Pmt – Mickelson Rd)
Misc.	10,500.00	(Special Assessment Pmt – Vandemark Ave)
Misc.	14,961.00	(Pool Passes & Admission Fees)
Misc.	1,875.00	(Pool Concessions)
Misc.	7,077.80	(Building/Flatwork Permits)
Misc.	712.00	(Sale of Water Meters/Fittings)
Misc.	7,500.00	(W/S Hookup Fees)
Misc.	400.00	(Contractor License Renewals)
Misc.	300.00	(Golf Cart Permits)

Cash Balances as of	May 2019	May 2020
Total General Fund	\$1,993,078.09	\$1,382,268.44
Revenue and Expenses for the Month of:		
	May 2019	May 2020
Revenue - General Fund	\$592,254.46	\$684,719.74
Expenses - General Fund	\$260,326.62	\$245,792.06
Revenue and Expenses		
	2019 Year-To-Date	2020 Year-To-Date
Revenue - General Fund	\$1,048,691.17	\$1,275,861.99
Expenses - General Fund	\$1,064,596.11	\$1,248,044.15

Swimming Lessons: Due to COVID-19 and the delay in opening the pool, Embe is offering only one session of swimming lessons this year rather than two. The session will run July 6th thru July 16th Monday thru Thursday.

Park Rec Program: The 4-week program is scheduled to start July 6th. Enrollment numbers as of 6/30/20: 1st/2nd grade – 22, 3rd/4th grade – 19, and 5th/6th grade – 8.

Calendar of Events:

July 2020:

Wednesday, 1 st	HADF Meeting @ Reliabnak, 7:30am
Friday, 3 rd	July 4 th Holiday Observed – City Hall Closed
Monday, 6 th	Park Rec Program starts for 4 weeks
Monday, 6 th	Swimming Lessons Session starts for 2 weeks
Tuesday, 7 th	City Council Meeting @ City Hall, 7pm
Wednesday, 8 th	HADF Meeting @ Stomping Grounds, 7:30am
Sunday, 12 th	HASR Meeting @ Blue 42, 7pm
Monday, 13 ^h	Chamber Meeting @ Fire Station, 6:30pm
Tuesday, 14 ^h	Planning & Zoning Meeting @ City Hall, 7pm
Wednesday, 15 th	HADF Meeting @ Stomping Grounds, 7:30am

Thursday, 16 th	Coffee with the Cops @ Stomping Grounds, 7am
Tuesday, 21 st	City Council Meeting @ City Hall, 7pm
Wednesday, 22 nd	HADF Meeting @ Stomping Grounds, 7:30am
Tuesday, 28 th	Planning & Zoning Meeting @ City Hall, 7pm
Wednesday, 29 th	HADF Meeting @ Stomping Grounds, 7:30am

I will be on vacation the week of July 6th – 10th.

Explanation of Agenda ItemsOLD COUNCILApplications, Agreements, Hearings, Resolutions & Ordinances:

- **Block Party Application – S Main Avenue:** Jennifer Bosch has applied to conduct a block party along South Main Avenue between 512 S Main and 403 S Main (see attached map – area highlighted in blue). The block party will be held on Saturday July 11th from 8am to 10pm. She is asking for the street to be blocked with city barricades. Application fee has been submitted.
- **Block Party Application – E 4th Street:** Chenaë Billie applied to conduct a block party along East 4th Street between Feyder Ave and Vandemark Ave (see attached map). The block party will be held Saturday, August 15th from 3pm to 9pm. She is asking to block off the street, but they will provide barricades, tables, and trash cans. Application fee has been submitted.
- **Special Event Application – Hartford Area Fire & Rescue:** The Hartford Area Fire and Rescue will be hosting a “Public Safety Day”. This event is aimed at informing the public about various safety measures and several organizations will be present with information. The event will be held Saturday, August 29th from 9am to 3pm in front of the fire station. They are asking for South Street to be blocked from Western Avenue to Kingsbury Avenue (see attached map). Application fee has been submitted.
- **2nd Reading of Ordinance #687 (No Changes since 1st Reading):** About a month ago a resident had called to request a temporary parking pass to allow him to park his camper in his back yard for approximately 5-6 weeks during a home remodel project. They would be using the camper for temporary living quarters – sleeping, cooking, eating during the remodel of their home. They have a steep driveway and leveling the camper in the driveway would be difficult. All parking on private property is addressed in the city’s zoning regulations for Off-Street parking. These regulations are for permanent off-street parking such as parking pads and driveways that become part of the permanent site, but they do not address temporary parking. I had him come before the P&Z Board with his request and it was granted with conditions. During this process, it was evident that the city needed some wording in our ordinance that address temporary parking in special circumstances, so the Board directed me to propose an amendment to the ordinance. Our municipal ordinance has exceptions for temporary on-street parking but there is nothing for off-street parking. Proposed changes would add Section 9 under Off-Street Parking to our Zoning Regulations to allow the Zoning Administrator to approve temporary off-street parking, not to exceed 30 days, for special circumstances under rules and regulations set forth by the Zoning Administrator – this was reviewed by the P&Z board and they are recommending approval by the city council.
- **2nd Reading of Ordinance #689 (No Changes since 1st Reading):** This ordinance would amend the city’s golf cart ordinance. At our last meeting, it was noted that the sheriff department has been dealing with more and more calls about unsafe situations with too many riders upon a cart. After discussion with Officer Ryan, we are proposing Ordinance #689, which adds wording under section 7.0907 (Operations) that defines a limit to the number of riders allowed on a cart, plus adds wording that would not allow standing or persons sitting upon the lap of another when the cart is in motion.

Old Business:

- **Review Pledge Amount to HADF Envision 2025 Capital Campaign:** Al Doeve, with NCDS, and HADF President Justin Eich will be giving an update on the HADF Envision 2025 Capital Campaign. The campaign is seeking investments from both the private and public sectors. NCDS feels 40% would come from the public sector and 60% from the private sector. With a goal to raise 2M, that would make the City’s investment 800k over a 5-year period. The city paid \$50,000 towards this campaign amount in April, with consideration for additional payments to be discussed in July and October.
- **Recognition of Outgoing Councilmember Scott Nelson:** After 8+ years on the city council, Scott Nelson’s last meeting is July 7th. We thank him for his dedication and service to the city.
- **Oath of Office:** Incumbent Mark Brenneman (Ward 1) will be renewing his oath of office for another 2 year term and newly elected LaVonne Randall (Ward 3) will take her oath of office.

NEW COUNCIL

New Business:

- **Election of Council President and Vice-President:** Any council member can nominate another council member for the position of council president and vice-president for a 1-year term. This year, due to the postponed election the term will run from July 2020 to May 2021. After a motion and second, the council will vote on the nominations.
- **Mayoral Appointments to Ward 2:** Due to the resignation of Brittany Glanzer, Ward 2 has an open position until the next regular municipal election (May 2021). Mayor Menning intends to appoint Mark O’Hara to fill this position with council approval.
- **Church League Softball Plan:** The Hartford Area Church Softball League has submitted their plan to safely begin games again, which is enclosed in the packet for your review. They plan games on Sunday nights at 6:30pm.
- **Discuss Pets in the Park:** Section 6.0610 of the city’s municipal ordinance does not allow pets in the city parks. We have the city park and turtle creek park, but it is unclear if the sports complex falls under this ordinance. The pet population has exploded in Hartford and we all see pets everyday on the trails, in the parks and at the sports complex. Staff would like the council to revisit this ordinance and provide guidance.
- **Discussion of Possible RFP process for future WWTF:** The city’s lagoons are getting towards their life expectancy and the city will have to work on plans for a future wastewater facility to meet the needs of our growing city. Preliminary estimates from the city engineer are roughly 12-13 million. With a project of this size, the Mayor would like some council discussion on if we should put out a Request for Proposals (RFP) to engineering firms for the project in order to do our due diligence and seek the best solutions for the tax payers.

Reports (Action Items):

- **City Engineer Report:**
 - **Presentation of Stockwell Engineers Wastewater Design Team:** A brief introduction of the Stockwell Wastewater Team will be presented to the city council.
 - **Review/Approve Amendment to the Wastewater Treatment Facility Agreement:** The enclosed agreement amendment would allow Stockwell Engineers begin schematic design work for the city’s future wastewater treatment facility. The amendment includes a scope of work, a summary of Stockwell’s team and the anticipated survey limits. The scope of work would include basic services to assist with the city’s discharge permit compliance, survey the project limits, perform soil borings, perform wetland delineation, perform schematic design, update the facilities plan and assist with funding applications.
- **Public Works Report:**
 - **Discussion of Street Lift Policy:** In Craig’s report is a recommendation for placement of utilities and street lifts in new developments to produce a quality road that will hold up the best. If council wants to proceed with any changes to our current policy, we will move forward with incorporating them into our subdivision regulations and design standards.

Non-Agenda Updates

- **Free Landfill Passes:** Sioux Falls has again allowed us to receive 500 free landfill passes, which will be available July 1st. Because of the late issuance, the passes are good until December 5th.
- **Cares Grant:** Due to the Cares Act, additional funding has been set aside for municipalities and counties to help offset any additional costs related to COVID. This means the city can submit reimbursement for expenses such as additional cleaning supplies, barriers, signage, extra staff at the pool and even get reimbursement for what we pay for police protection. The city will need to pass a resolution and agreement for this grant – this will be presented at our next city council meeting.
- **Dirt at Sports Complex:** We are advertising once again to sell some of the dirt at the sports complex. Earlier this spring I thought I had the majority of it sold but it turns out that Knapp’s Landing is not going

to need the dirt they originally thought they would so we have about 8000 cubic yards that can be sold yet (this is after we get all the dirt that the city needs).

- **Office Cleaners:** We are having a little trouble coordinating the cleaning service with everyone's schedule so it doesn't interfere with meetings, appointments, or calls. We currently are having the cleaners come every other Monday at 4pm but it would be more convenient for them and staff to supply them with a key and have them come after hours. The company is licensed, insured, and bonded – would it be possible to have them come after hours?
- **Office Hours:** We are having all the carpets cleaned in the office on Friday, 7/10. This has not been done for a few years and is needed. Since they need all items off the floors and running cleaning equipment – we will be closing the office at 3:30 on this day and will put up signage to alert the public.
- **Water Policy:** With the recent discussions about water being placed onto neighbors' properties, I have been asked to present a policy to the council to outline how the city should handle some of these situations. I am doing a little research on this subject and hope to have some information to present to council at our next meeting.

I will be out of the office until Monday, July 6th.

Please let me know if you have any questions or concerns. 605-261-3995

Teresa