

Hartford City Council Agenda
Tuesday, July 16, 2019 - 7:00 p.m.
Hartford City Hall

Mayor: Jeremy Menning
Ward 1: Mark Brenneman and Travis Kuehl
Ward 2: Mark Monahan
Ward 3: Scott Nelson and Arden Jones

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 - 07/02/2019
- Approve Bills submitted for Payment

Public Comments - Public Input on Non-Agenda Items

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

Applications, Hearings, Resolutions and Ordinances

- Presentation of Resolution 2019-5 - A Recommendation from the P&Z Board

Visitors:

- Laura Johnson - 2019 Park Rec Summary
- Leah Johnson - 2019 Jamboree Summary

Reports

- Fire Department Report - Chief Bryon Shumaker
- Recreational Director Report - Nate Velander
 - *Review of Community Education Program Proposal presented by Recreation Director
 - *Review Community Education Agreement between the City of Hartford and the West Central School District
- Chamber & Economic Development Director Report - Jesse Fonkert
 - *Approval to attend the MACE Board of Directors Retreat
- City Engineer Report - Stockwell Engineers
 - *Pay Application #3 to Soukup Construction, Inc for \$224,092.09
 - *Change Order #1 on Vandemark Road Project for \$44,656.68
 - *Change Order #2 on Vandemark Road Project for \$64,852.00
 - *Pay Application #5 to RMS Drainage & Excavation for \$81,346.18
- Public Works Superintendent Report - Craig Wagner
- Finance Officer Report - Karen Wilber
- City Administrator Report - Teresa Sidel

New Business

- Review Purchase Agreement between the City of Hartford and Richard Brower
- Review Proposed Ordinance Changes
- Set 2020 Budget Meeting Date

Correspondence

Executive Session (SDCL 1-25-2)

Adjournment

Next City Council Meeting: Tuesday - August 6, 2019

City Council Meeting – Regular Meeting July 2, 2019

Mayor Jeremy Menning called the meeting to order at 7:00pm at Hartford City Hall with the following city council members present: Mark Monahan, Arden Jones, Mark Brenneman, Travis Kuehl, Jessica Johnson and Scott Nelson. Also present were City Finance Officer Karen Wilber, Public Works Superintendent Craig Wagner, Recreational Director Nate Velander, City Attorney Larry Nelson and City Engineer Mitch Mergen.

BUSINESS ITEMS:

- **Approve Agenda:** A motion was made by Monahan, second by Kuehl to approve the agenda as set - all voted yes, motion carried.
- **Approval of the Minutes:** Regular meeting minutes from June 18, 2019 were reviewed. A motion was made by Jones, second by Nelson to approve the meeting minutes from June 18, 2019 – all voted yes, motion carried.

PUBLIC COMMENTS: Don Sieverding with Knapps Landing was present to discuss his development with the council. His current plans have twin home lots varying in sizes from 12,500 to 13,200 square feet. The city's zoning regulations require twin home lots to be at least 14,000 square feet. To obtain a variance to this lot size, Mr. Sieverding was informed that he would have to go before the Planning & Zoning Board.

REPORTS:

- **Sheriff's Department Report:** Deputy Tyrone Albers was present to give an update on recent activities within the city. For the month of June there were 176 calls for service, 5 of which were vehicle burglaries. Albers urged all residents to lock their vehicles. Albers also recommends the following stop sign changes: 2nd St & Feyder Ave is currently a 2-way stop on Feyder Ave. Albers feels that it should be changed to a 4-way stop due to the increase school traffic in the area and kids crossing the street. A motion was made by Kuehl, second by Jones to add stop signs on 2nd St at Feyder Ave creating a 4-way stop intersection – all voted yes, motion carried. 1st St & Mundt Ave is currently a 2-way stop on 1st St. With the new 4-way stop one block east at 1st St & Feyder Ave, Albers feels the signs at 1st & Mundt should be removed. A motion was made by Kuehl, second by Brenneman to remove the two stop signs on 1st St at Mundt Ave – all voted yes, motion carried. Deputy Albers will be retiring on July 12th. He noted that he has enjoyed his time working here in Hartford with the City and School. He extended an invitation to the council to attend his retirement party on July 12th. Mayor Menning and the council expressed their gratitude for his service to the community.
- **Engineer Report:** Mitch Mergen was present to provide engineer updates: Industrial Park Sanitary Sewer Extension – Easement documents have been prepared and will be presented to adjacent property owners along the project. Once all easements are executed, design work will continue. Mickelson Road Improvements – The contractor is completing remaining dirt work with paving expected in a couple weeks. The project is scheduled to be done mid-August. Vandemark Roadway Improvements – Curb and gutter is in place from 9th St to Hwy 38. Asphalt is expected within the next two weeks. A meeting was held with City staff to go over plans to add 9th St to the project. Mergen will visit with the contractor about sweeping the streets near the construction area.
- **Public Works Report:** Public Works Superintendent Craig Wagner's report was provided to the council. Highlights include:
 - Streets – Slurry Seal has been delayed due to weather. It is now scheduled for the end of July. Staff will be finishing up the remaining street patching in the coming weeks. All stop sign changes have been implemented. The speed limit changes will be posted once the allotted 20 days has passed. The city has been approved for \$3,200 mosquito control grant. Staff continues to spray as needed. Traffic counts have been taken on Western Ave this past week. Wagner provided quotes from two vendors for 10 jersey barriers. Wagner feels having 10 at this time would be sufficient with the intent of budgeting to purchase more next year. A motion was made by Nelson, second by Johnson to approve the purchase of 10 jersey barriers from Barco at the quoted price of \$3,461.31 – all voted yes, motion carried.
 - Water – Staff has started the process of changing out some of the older meters to the new meters that are compatible with our new system.
 - Sewer – Flows are slowly coming down. Samples were taken and levels are too high to discharge at this time.
 - Sports Complex – After the scoreboard install and backstop repairs, there is some dirt work and seeding that needs to be done. Staff will be working on this in the coming weeks.
- **Finance Officer Report:** City Finance Officer Wilber's report was provided to the council. Items included a summary of revenues received in June along with a review of the city's cash balances, revenues and expenses through May. The Park Rec program wrapped up this past week. The second session of swimming lessons will run July 8th-18th. The July calendar of events was also provided.

- **City Administrator Report:** City Administrator Sidel's report was provided to the council. Sidel is still in the process of contacting the property owners along the N Sagehorn drainageway. After touring our facilities, our insurance company has recommended some changes/repairs be made. Staff will address these in the next 60 days. Sidel asked the Council to mark their calendars for the joint meeting with the Minnehaha County Commission on Aug 27th at 9am. As part of creating the joint jurisdiction, our comprehensive plan needs to be approved by both bodies. The information for the street maintenance fee resolution is nearly complete. This will be presented to the council in Sept. John Jarding plans to start grading Lot A this month.

OLD BUSINESS:

- **Discuss Community Education Program:** Recreational Director Velander was present to address the council regarding the community ed program. To aid the council in deciding on whether the city should take over the community ed program from the school, Velander would like approval to invest the time to come up with a plan of what the program would look like under the City. This would involve contacting the previous instructors to see if they would be interested in moving forward with the City, obtaining information from the school, creating a program budget, creating a list of programs/classes offered, and creating a program schedule. Further discussion was held. Velander was asked to include information on how the public would be made aware of the program and also how adding this community ed program would impact his position. A motion was made by Kuehl, second by Nelson to approve Velander, along with Sidel's input, put together a community ed program plan to be presented at the July 16th council meeting – Monahan voted no with all others voting yes, motion carried.

NEW BUSINESS: None.

CORRESPONDENCE:

- Due to moving out of Ward 2, Jessica Johnson will be resigning from her council position effective July 3rd. Johnson thanked the board for their support indicating that she has enjoyed her time on the council. Mayor Menning thanked her for her time and service to the City.
- Wagner indicated that time/equipment has been donated by Sioux Valley Energy by helping erect the new scoreboards at the Sports Complex and by East River Coop to fix lights at the park. Kuehl also noted that Sioux Falls Electric donated use of equipment for the install of the scoreboards. Wagner will draft thank you notes for all three to have for signature at the next council meeting.

EXECUTIVE SESSION: A motion was made Jones, second by Nelson to enter executive session pursuant to SDCL 1-25-2 (1) for personnel and SDCL 1-25-2 (3) for legal at 7:47pm – all voted yes, motion carried. A motion was made by Jones, second by Nelson to exit executive session at 8:39pm – all voted yes, motion carried.

ADJOURNMENT: A motion was made by Jones, second by Nelson to adjourn at 8:40pm – 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>Invoice</u>	<u>Invoice</u>	<u>Amount</u>
<u>Account Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>	
Checking	1			
Checking	1 Fund: 101 GENERAL FUND			
ABBUSINESS A&B BUSINESS, INC.		07/02/2019	IN633311	307.17
101 4142 424	JULY 2019 RENTAL - COPIER & 6 PRINTERS			281.57
101 4142 424	JUNE 2019 - USAGE CHARGE			25.60
			Vendor Total:	307.17
A1	A-1 PORTABLE TOILETS	06/21/2019	46607	488.50
101 4521 424	PORTABLE (2) AT SPORTS COMPLEX			226.00
101 4521 424	HANDICAP (1) PORTABLE AT SPORTS COMPLEX			262.50
A1	A-1 PORTABLE TOILETS	06/28/2019	46727	113.00
101 4521 424	PORTABLE TOILET RENT - DUMPSITE			113.00
A1	A-1 PORTABLE TOILETS	07/01/2019	46759	226.00
101 4521 424	PORTABLE (2) AT TURTLE CREEK FIELDS			226.00
			Vendor Total:	827.50
ANDERSONP	ANDERSON PUBLICATIONS, INC.	06/30/2019	85448	1,138.19
101 4511 423	PUB NOT - SWIMMING LESSONS			5.00
101 4511 423	PUB NOT - POOL POWER HOUR			5.00
101 4511 423	PUB NOT - SWIMMING LESSONS			5.00
101 4521 423	PUB NOT - YARD WASTE SITE			10.47
101 4142 423	PUB NOT - MOSQUITO CONTROL			5.00
101 4142 423	NOT OF HEAR - DOWNTOWN MARKET			10.82
101 4142 423	ORDINANCE 668			13.52
101 4142 423	ORDINANCE 669			12.84
101 4142 423	ORDINANCE 670			12.17
101 4142 423	ORDINANCE 671			12.17
101 4142 423	RESOLUTION 2019-6			21.63
101 4142 423	ORDINANCE 672			20.95
101 4142 423	NOT OF HEAR - CLEAN WATER UTILITY PROJEC			19.27
101 4142 423	RESOLUTION 2019-4			538.77
101 4142 423	6/4 COUNCIL MINUTES			104.95
101 4142 423	MAY PAYROLL REPORT			25.69
101 4142 423	JUNE BILL REPORT			95.99
101 4142 423	6/18 COUNCIL MINUTES			127.76
101 4652 423	5/28 P&Z MINUTES			46.24
101 4652 423	NOT OF HEAR - P&Z JOINT MTG COMP PLAN			8.45
101 4652 423	6/11 P&Z MINUTES			36.50
			Vendor Total:	1,138.19
ASHPROT	ASH PROTECTIVE SERVICES	07/11/2019	85537	2,889.00
101 4521 429	ASH BORER TREETMENT - 17 TREES			2,889.00
			Vendor Total:	2,889.00

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BRANVALL	BRANDON VALLEY JOURNAL		06/27/2019	4145	7.06
101 4652 423	NOT OF PUB HEAR 6/24 JOINT PLANNING				7.06
					Vendor Total: 7.06
BUMBLE	BUMBLEBEE-GIBSON, INC.		06/13/2019	6-7045	10,760.76
101 4311 4261	6/12/19 MAG WATER APPLICATION				10,760.76
					Vendor Total: 10,760.76
CRSUPP	C & R SUPPLY, INC.		07/02/2019	1262462	144.89
101 4521 425	NEW PUMP FOR WEED SPRAYER				144.89
					Vendor Total: 144.89
CTYHART	CITY OF HARTFORD		06/28/2019	06282019 STMT	1,219.67
101 4521 428	W/S-TURTLE CREEK RR				55.52
101 4521 428	W/S-PARK HANDICAP RR				84.47
101 4521 428	W/S-SPORTS COMPLEX				30.36
101 4521 428	W/S-OLD PLAYGROUND RR				69.97
101 4511 428	W/S-SWIMMING POOL				149.73
101 4511 428	W/S-POOL CHEMICAL BLDG				655.89
101 4192 428	W/S-OLD SHOP				47.53
101 4192 428	W/S-NEW MAINT SHOP				80.07
101 4192 428	W/S-CITY HALL				46.13
					Vendor Total: 1,219.67
CTYSOOFALL	CITY OF SIOUX FALLS		07/05/2019	15220	176.00
101 4511 426	POOL WATER TESTS (JUNE)				176.00
					Vendor Total: 176.00
CLARPAUL	CLARKE, PAUL		06/30/2019	JUNE 2019	193.62
101 4652 427	JUNE 2019 MILEAGE				193.62
					Vendor Total: 193.62
COFFEECUP	COFFEE CUP FUEL STOPS - AUTO PMTS		07/01/2019	070119 STMT	711.77
101 4311 426	FUEL - STREETS				306.18
101 4521 426	FUEL - PARKS				405.59
					Vendor Total: 711.77
CONCRE	CONCRETE MATERIALS		06/03/2019	32714	454.21
101 4311 4251	ASPHALT TO PATCH STREETS				454.21
CONCRE	CONCRETE MATERIALS		06/04/2019	33316	466.40
101 4311 4251	ASPHALT TO PATCH STREETS				466.40
					Vendor Total: 920.61
CRESSM	CRESSMAN SANITATION, INC		07/01/2019	07012019 STATE	300.00
101 4192 428	GARBAGE SERV JUL-SEPT				300.00
					Vendor Total: 300.00

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DAKOTA	DAKOTA SUPPLY GROUP, INC.		06/07/2019	E777661	36.41	
101 4521 426		OUTLETS & BULBS FOR PARKS			36.41	
					Vendor Total:	36.41
FIRSBANK	FIRST NATIONAL BANK OMAHA		06/27/2019	062719 STATE	53.25	
101 4142 422 2		IT SERVICE - BOX			53.25	
FIRSBANK	FIRST NATIONAL BANK OMAHA		06/27/2019	062719 STMT	238.01	
101 4142 422 2		MICROSOFT - OFFICE 365 SUBSCRIPTIONS			54.29	
101 4142 422 2		MICROSOFT - EMAIL ACCOUNTS			26.33	
101 4142 434 1		CANVA YEARLY SUBSCRIPTION			119.40	
101 4192 426		AMAZON - PHONE CASE N HANISCH			37.99	
					Vendor Total:	291.26
FRIEBE	FRIEBERG, NELSON & ASK, LLP		06/19/2019	63929	3,970.93	
101 4142 422		APR/MAY LEGAL SERVICES			3,970.93	
FRIEBE	FRIEBERG, NELSON & ASK, LLP		06/19/2019	63930	475.99	
101 4142 422		N EARLEY CODE VIOLATION CASE			475.99	
FRIEBE	FRIEBERG, NELSON & ASK, LLP		06/19/2019	63931	460.70	
101 4142 422		B MATTHIES CODE VIOLATION CASE			460.70	
					Vendor Total:	4,907.62
GARRGAZE	GARRETSON GAZETTE		06/28/2019	1965	8.11	
101 4652 423		NOT OF PUB HEAR 6/24 JOINT PLANNING			8.11	
					Vendor Total:	8.11
GILLESPIE	GILLESPIE OUTDOOR POWER EQUIPMENT		04/26/2019	33040	336.92	
101 4521 425		ANNUAL TUNEUP ON HUSTLER MOWER			336.92	
GILLESPIE	GILLESPIE OUTDOOR POWER EQUIPMENT		05/29/2019	34393	33.49	
101 4521 426		MOWER BLADES			33.49	
GILLESPIE	GILLESPIE OUTDOOR POWER EQUIPMENT		05/31/2019	34514	145.20	
101 4521 426		3 TRIMMER HEADS			145.20	
GILLESPIE	GILLESPIE OUTDOOR POWER EQUIPMENT		05/31/2019	34520	(46.35)	
101 4521 426		RETURN 3 INCORRECT TRIMMER HEADS			(145.20)	
101 4521 426		3 MOWING HEADS			98.85	
GILLESPIE	GILLESPIE OUTDOOR POWER EQUIPMENT		06/26/2019	35495	195.27	
101 4521 426		3 MOWER BELTS			195.27	
GILLESPIE	GILLESPIE OUTDOOR POWER EQUIPMENT		07/08/2019	35920	56.67	
101 4521 426		MOWER BLADES			56.67	
					Vendor Total:	721.20
GOLDENWEST	GOLDEN WEST TELECOMMUNICATIONS COOPERATIVE, INC.		07/01/2019	07012019 STATE	561.42	
101 4511 428		PHONE-POOL			52.98	
101 4192 428		PHONE-CITY SHOP/INTERNET			116.18	

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Invoice</u>	<u>Amount</u>
101 4192 428		PHONE-OFFICE FAX LINE			44.88
101 4192 428		PHONE-OFFICE LINE 2			54.08
101 4192 428		PHONE-CHAMBER/EDD			71.76
101 4192 428		PHONE-OFFICE LINE 1/INTERNET			172.58
101 4192 428		PHONE-OFFICE LINE 3			48.96
Vendor Total:					561.42
GREABEAR	GREAT BEAR SAND AND GRAVEL, LLC		06/11/2019	12552	298.68
101 4311 4261		GRAVEL FOR ROADS			298.68
Vendor Total:					298.68
HARTF9	HARTFORD BUILDING CENTER, INC.		06/30/2019	06302019 STMT	658.12
101 4311 426		STREETS - MARKING PAINT			14.97
101 4192 426		SHOP - VARIOUS DRILL BITS			39.64
101 4192 426		SHOP - POWER DRIVE BITS			11.95
101 4521 425		PARK - 28 FT LINK CHAIN FOR SWING REPAIR			47.32
101 4521 425		PARK - SAKRETE FOR BACKSTOP REPAIRS			30.32
101 4511 426		POOL - FASTENERS/BREAKER/BRUSH			102.73
101 4511 426		POOL - FASTERNERS TO HANG SIGNS			44.37
101 4511 426		POOL - CHEMICAL & SPRAYER			43.96
101 4511 426		POOL - FASTENERS/CLEANING SUPPLIES			65.96
101 4521 426		PARK - 3 ROLLS DUCT TAPE			14.57
101 4521 426		PARK - LUMBER			16.57
101 4521 426		PARK - PLYWOOD JAMBOREE (TO BE REIMB)			49.98
101 4521 426		PARK - CABLE TIES JAMBOREE (TO BE REIMB)			34.36
101 4521 426		PARK - BRASS ADJUSTABLE SPRAYER			25.98
101 4521 426		PARK - BOLT/SNAP LINKS FOR BATTING CAGE			35.35
101 4521 426		PARK - BOLT/TURNUCKLE FOR BATTING CAGE			80.09
Vendor Total:					658.12
HARTF5	HARTFORD SENIOR CITIZENS		06/14/2019	APR-JUNE 2019 RENT	900.00
101 4550 426		APR - JUNE 2019 RENTAL OF LIBRARY SPACE			900.00
Vendor Total:					900.00
HAWKIN	HAWKINS, INC.		06/07/2019	4515631	135.00
101 4511 426		POOL CHEMICALS			135.00
HAWKIN	HAWKINS, INC.		06/25/2019	4525632	2,504.68
101 4511 426		POOL CHEMICALS			2,504.68
Vendor Total:					2,639.68

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HEARTT	HEART T STOP		07/01/2019	5714		557.80
101 4311 426		FUEL - STREETS			153.50	
101 4521 426		FUEL - PARKS			404.30	
					Vendor Total:	557.80
HIGHWA	HIGHWAY IMPROVEMENT, INC.		06/30/2019	NP-8193		20,085.75
101 4521 425		SEAL COAT BIKE TRAILS			20,085.75	
					Vendor Total:	20,085.75
JOHNLAUR	JOHNSON, LAURA		07/01/2019	07012019		101.13
				VOUCHER		
101 4512 426		REIMB PARK REC SUPPLIES - DOLLAR GENERAL			76.42	
101 4512 426		REIMB PARK REC SUPPLIES - WALMART			24.71	
					Vendor Total:	101.13
LYLESI	LYLE SIGNS, INC.		06/20/2019	1289745		604.52
101 4521 426		10 SIGNS - FIELD RULES/NOTICES			254.52	
101 4311 426 2		8 SIGNS - CROSS TRAFFIC DOES NOT STOP			150.38	
101 4311 426 2		6 SIGNS - SPEED LIMIT 20			199.62	
LYLESI	LYLE SIGNS, INC.		07/01/2019	1304578		99.90
101 4311 426 2		10 SIGNS - "ALL WAY" FOR STOP SIGNS			99.90	
					Vendor Total:	704.42
MATHLINW	MATHESON TRI-GAS INC		06/30/2019	51474971		72.97
101 4192 426		SHOP WELDING SUPPLIES			72.97	
					Vendor Total:	72.97
MCRPOO	MC&R POOLS, INC.		06/13/2019	1191262-IN		539.47
101 4511 426		CHEMICALS FOR TESTING EQUIP			108.26	
101 4511 425		REPLACE BURNED OUT MOTOR			431.21	
MCRPOO	MC&R POOLS, INC.		06/21/2019	1191372-IN		89.83
101 4511 425		REPAIRS - PUMP ASSEMBLY/LUBE			89.83	
					Vendor Total:	629.30
MICHAELS	MICHAELS FENCE & SUPPLY COMPANY		06/18/2019	80316		30,587.00
101 4521 425		REPAIR BACKSTOP FENCES AT SPORTS COMPLEX			30,587.00	
					Vendor Total:	30,587.00
MIDAME	MIDAMERICAN ENERGY COMPANY		06/26/2019	06262019		1,180.14
				STATE		
101 4511 428		GAS-POOL			35.30	
101 4511 428		GAS-POOL			1,117.91	
101 4192 428		GAS-NEW SHOP			8.83	
101 4192 428		GAS-OLD SHOP			8.00	
101 4192 428		GAS-CITY HALL			10.10	
					Vendor Total:	1,180.14

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MINNDEEDS	MINNEHAHA COUNTY REGISTER OF DEEDS		07/01/2019	07012019 STMT	61.00
101 4652 422		FILINGS - NEXTRUSION, LLC			60.00
101 4652 422		COPIES OF DEED			1.00
				Vendor Total:	61.00
MINNE4	MINNEHAHA COUNTY SHERIFF		06/27/2019	OBJ342130- 2019-2	14,557.74
101 4211 422202		2ND QRT DAYTIME HRS			14,557.74
				Vendor Total:	14,557.74
NAPA	NAPA AUTO PARTS OF HARTFORD		06/11/2019	118037	97.77
101 4311 425		BAT CABLE/TERMINALS-WATER TRUCK REPAIRS			97.77
NAPA	NAPA AUTO PARTS OF HARTFORD		06/11/2019	118047	9.87
101 4311 436		CONNECTOR FOR MOSQUITO FOGGER TRAILER			9.87
NAPA	NAPA AUTO PARTS OF HARTFORD		06/11/2019	118058	11.52
101 4311 425		BAT CABLE/ELECT TAPE-WATER TRUCK REPAIRS			11.52
NAPA	NAPA AUTO PARTS OF HARTFORD		06/12/2019	118096	54.28
101 4311 425		HYDRAULIC HOSE/FITTINGS- BACKHOE REPAIRS			54.28
NAPA	NAPA AUTO PARTS OF HARTFORD		06/12/2019	118148	67.15
101 4311 426		TRI BALL HITCH - WAGNER'S PICKUP			56.29
101 4311 426		TIES			10.86
NAPA	NAPA AUTO PARTS OF HARTFORD		07/02/2019	119255	4.41
101 4521 425		PARTS FOR SPRAYER REPAIRS			4.41
NAPA	NAPA AUTO PARTS OF HARTFORD		07/02/2019	119271	101.84
101 4521 425		NEW BATTERY FOR MOWER			101.84
NAPA	NAPA AUTO PARTS OF HARTFORD		07/03/2019	119313	84.50
101 4311 426		ORANGE FLAGS FOR STREET SIGN CHANGES			84.50
				Vendor Total:	431.34
OFFICEELE	OFFICE ELEMENTS COMPANY		06/07/2019	185145-0	17.99
101 4142 426		NAME PLATE - N VELANDER			17.99
				Vendor Total:	17.99
PETTY	PETTY CASH		07/10/2019	07112019 VOUCHER	15.00
101 4142 426		POSTAGE-NEW HIRE PACKETS			15.00
				Vendor Total:	15.00
POWERPLAN	POWERPLAN		06/13/2019	P12427	247.42
101 4311 426		HYDRAULIC OIL FOR EQUIPMENT			100.06
101 4311 425		PART FOR PAYLOADER REPAIRS			147.36
				Vendor Total:	247.42
QUILL	QUILL CORPORATION		06/04/2019	7810160	173.43

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Invoice</u>	<u>Amount</u>
101 4142 426		OFFICE - COPY PAPER, CALC RIBBON			145.45
101 4511 426		POOL - HAND SOAP			27.98
QUILL	QUILL CORPORATION		06/06/2019	7860632	18.79
101 4511 426		POOL - INSTANT ICE COMPRESS			18.79
QUILL	QUILL CORPORATION		06/21/2019	8248739	193.08
101 4142 426		COFFEE/FILTERS FOR OFFICE			20.28
101 4142 426		POST IT/SHEET PROTECT/FOLDERS/INDEX DIV			99.70
101 4142 426		CHAIR MAT - J FONKERT			32.99
101 4142 426		PLASTIC FORKS/SPOONS			6.84
101 4192 426		COFFEE/FILTERS FOR SHOP			33.27
QUILL	QUILL CORPORATION		06/25/2019	8297300	4.39
101 4142 426		GOLD STICKERS FOR CERTIFICATES			4.39
Vendor Total:					389.69
RAMKOTP	Ramkota Hotel - Pierre		06/14/2019	1014VN	288.00
101 4142 427		LODGING FO SCHOOL - WILBER			192.00
101 4142 427		LODGING HR SCHOOL - SIDEL			96.00
Vendor Total:					288.00
RBS	RBS SANITATION, INC.		06/14/2019	061419 STMT	585.24
101 4521 428		YARD WASTE DUMPSTERS			585.24
RBS	RBS SANITATION, INC.		07/05/2019	070519 STMT	516.30
101 4521 428		YARD WASTE DUMPSTERS			516.30
Vendor Total:					1,101.54
SDDEP2	SD DEPARTMENT OF REVENUE - AUTO PMTS		07/10/2019	06/2019 SALES	951.01
101 4142 4540		SALES TAX DUE - JUNE			951.01
Vendor Total:					951.01
SFHUMA	SF AREA HUMANE SOCIETY		06/14/2019	3927	116.40
101 4218 422		ANIMAL CONTROL - MAY			116.40
Vendor Total:					116.40
SIDETERE	SIDEL, TERESA		07/01/2019	07012019 VOUCHER	261.76
101 4142 428		JUNE CELL PHONE REIMBURSEMENT			60.00
101 4142 427		MILEAGE - PIERRE HR SCHOOL			179.76
101 4142 427		MEALS - PIERRE HR SCHOOL			22.00
SIDETERE	SIDEL, TERESA		06/23/2019	REIMB GIFT CARDS	30.00
101 4142 4273		GIFT CARDS FOR STAFF BDAYS			30.00
Vendor Total:					291.76
SFNETWORKS	SIoux FALLS NETWORKS		07/01/2019	10257	134.55
101 4142 422 2		IT MAINT SERVICE - JULY 2019			134.55
Vendor Total:					134.55

<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>	
SIOUXV	SIOUX VALLEY ENERGY	06/27/2019	06272019 STATE	6,645.93
101 4192 428	ELEC-TAMMEN WEATHER SIREN			58.88
101 4192 428	ELEC-NEW CITY SHOP			163.66
101 4192 428	ELEC-OLD CITY SHOP			108.08
101 4192 428	ELEC-CITY HALL			209.87
101 4192 428	ELEC-STORAGE BLD BY MEM PARK			83.52
101 4311 428	ELEC-CROSSING LTS S OF HS			50.10
101 4311 428	ELEC-BILLBOARDS			216.17
101 4311 428	ELEC-STREET LIGHTS			4,139.80
101 4311 428	ELEC-CROSSING LTS N OF HS			50.10
101 4311 428	ELEC-WELCOME SIGN-HWY 38/WESTERN			66.14
101 4311 428	ELEC-WELCOME SIGN HWY 38			70.44
101 4311 428	ELEC-NEW CROSSWALK SERVICE			50.10
101 4311 428	ELEC-WELCOME SIGN WESTERN/DIAMOND TRL			65.47
101 4521 428	ELEC-TURTLE CREEK RR			64.04
101 4521 428	ELEC-PARK SHELTERS			151.52
101 4521 428	ELEC-SPORTS COMPLEX			99.55
101 4521 428	ELEC-DAVID ROE FIELDS - NORTH LIGHTS			88.20
101 4521 428	ELEC-DAVID ROE FIELDS - EAST LIGHTS			54.78
101 4521 428	ELEC-DAVID ROE FIELDS - WEST LIGHTS			150.28
101 4511 428	ELEC-POOL			705.23
			Vendor Total:	6,645.93
SDDOT	SOUTH DAKOTA DEPARTMENT OF TRANSPORTATION	06/28/2019	S00108478	4,949.97
101 4527 439 15	FINAL - BIKE TRAIL PHASE 3 & 4			4,949.97
			Vendor Total:	4,949.97
STANHO	STAN HOUSTON EQUIPMENT COMPANY, INC.	06/13/2019	01 774457	25.55
101 4311 425	2 FILTERS FOR PACKER			25.55
			Vendor Total:	25.55
STOCKW	STOCKWELL ENGINEERS	06/28/2019	9506	418.00
101 4652 422	LOT 3 PARK ADDN WETLAND RESTORATION			418.00
STOCKW	STOCKWELL ENGINEERS	06/28/2019	9589	3,396.05
101 4652 422	COUNCIL MTGS/REPORTS/MILEAGE			1,995.10
101 4652 422	VARIOUS PLAN/PLAT REVIEWS			1,120.60
101 4652 422	SHERWOOD CIR - LEVEL LOOP			280.35
			Vendor Total:	3,814.05
SUNSHINE	SUNSHINE FOODS	07/01/2019	070119 STMT	143.01
101 4192 426	SHOP - GARBAGE BAGS			15.19

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Invoice</u>	<u>Amount</u>
101 4142 426		OFFICE - POP/WATER			23.53
101 4512 426		PARK REC - PROGRAM TREATS			98.04
101 4521 426		PARKS - HAND SOAP			6.25
SUNSHINE	SUNSHINE FOODS		07/01/2019	070119 STMT POOL	972.27
101 4511 426		POOL - CONCESSIONS			972.27
Vendor Total:					1,115.28
TAMMENAUTO	TAMMEN AUTO & TIRE, INC.		06/12/2019	158246	48.97
101 4521 426		FUEL ADDITIVE FOR MOWERS			12.50
101 4521 426		REPAIR 2 MOWER TIRES			36.47
Vendor Total:					48.97
VALLEYCENT	VALLEY CENTRAL COOP		07/01/2019	22610	50.00
101 4521 426		PARKS - WEED KILLER			50.00
VALLEYCENT	VALLEY CENTRAL COOP		07/08/2019	22714	255.63
101 4521 426		PARKS - WEED KILLER			255.63
Vendor Total:					305.63
VENENATA	VENENGA, NATASHA		06/28/2019	REIMB POOL PASS	64.50
101 4142 429		REIMB/CANCEL FAMILY POOL PASS			64.50
Vendor Total:					64.50
VERIZO	VERIZON WIRELESS		06/22/2019	9832639410	330.56
101 4142 428		CELL-CHAMBER/EDD			44.11
101 4192 428		CELLS-PUBLIC WORKS			123.22
101 4521 428		CELL SERV-LANDFILL CAMERA			40.01
101 4652 428		CELLS-BP & CODE ENF			52.74
101 4211 428		CELL-MINN SHERIFF			26.37
101 4512 428		CELL-REC DIRECTOR			44.11
Vendor Total:					330.56
VOTHBRYA	VOTH, BRYAN		06/30/2019	06302019 VOUCHER	31.08
101 4652 427		JUNE MILEAGE REIMBURSEMENT			31.08
Vendor Total:					31.08
WILBKARE	WILBER, KAREN		06/26/2019	062619 VOUCHER	22.00
101 4142 427		REIMB MEALS - FO SCHOOL			22.00
Vendor Total:					22.00
Fund Total:					120,494.21
Checking	1	Fund: 409	SPORTS COMPLEX FUND		
BEAVER	BEAVERBUILT, INC.		06/11/2019	5243	200.00
409 4512 439		TELEHANDLER RENTAL TO INSTALL SCOREBOARD			200.00
Vendor Total:					200.00
COLTONREDI	COLTON REDI-MIX, INC.		06/05/2019	32140	432.00

<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>
409 4512 439	CONCRETE FOR SCOREBOARD INSTALL				432.00
Vendor Total:					432.00
STOCKW	STOCKWELL ENGINEERS		06/28/2019	9589	2,028.60
409 4512 439	SWENSON MASTER PLAN/COST ESTIMATES				2,028.60
Vendor Total:					2,028.60
TRAVIS	TRAVIS ELECTRIC, INC.		06/14/2019	10791	5,260.00
409 4512 439	ELECTRICAL FOR INSTALL OF 2 SCOREBOARDS				5,260.00
Vendor Total:					5,260.00
Fund Total:					7,920.60
Checking	1	Fund: 505	MICKELSON ROAD PROJECT		
STOCKW	STOCKWELL ENGINEERS		06/28/2019	9493	8,525.55
505 5501 422	MICKELSON ROAD CONSTRUCTION				8,525.55
Vendor Total:					8,525.55
Fund Total:					8,525.55
Checking	1	Fund: 506	VANDEMARK STREET PROJECT		
STOCKW	STOCKWELL ENGINEERS		06/28/2019	9501	38,152.97
506 5501 422	VANDEMARK AVE STREET IMPROVEMENTS				38,152.97
Vendor Total:					38,152.97
Fund Total:					38,152.97
Checking	1	Fund: 602	WATER FUND		
BADMET	BADGER METER		06/28/2019	80034440	6.67
602 4335 422	JUNE 2019 - FEE TO READ 15 METERS				6.67
Vendor Total:					6.67
CTYSOOFALL	CITY OF SIOUX FALLS		06/13/2019	14990	72.50
602 4335 422	CITY WATER TESTS (MAY)				72.50
CTYSOOFALL	CITY OF SIOUX FALLS		07/05/2019	15220	43.50
602 4335 422	CITY WATER TESTS (JUNE)				43.50
Vendor Total:					116.00
MINNEH	MINNEHAHA COMMUNITY WATER CORPORATION		07/01/2019	07012019 STATE	13,922.82
602 4334 4261	BULK WATER PURCHASE				13,922.82
Vendor Total:					13,922.82
PETTY	PETTY CASH		07/10/2019	07112019 VOUCHER	163.56
602 4335 4261	POSTAGE-JUNE WATER BILLS				147.56
602 4335 4261	POSTAGE-W/S DELINQUENT LETTERS				16.00
Vendor Total:					163.56
SIOUXV	SIOUX VALLEY ENERGY		06/27/2019	06272019 STATE	273.28

<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>
602 4332 428	ELEC-N WATER TOWER/SIREN				273.28
				Vendor Total:	273.28
				Fund Total:	14,482.33
Checking	1	Fund: 604 SEWER FUND			
BADMET	BADGER METER		06/28/2019	80034440	6.68
604 6040 422	JUNE 2019 - FEE TO READ 15 METERS				6.68
				Vendor Total:	6.68
CTYHART	CITY OF HARTFORD		06/28/2019	06282019 STMT	32.80
604 6040 428	W/S-SEWER PLANT				32.80
				Vendor Total:	32.80
COLONI	COLONIAL RESEARCH CHEMICAL CORPORATION		06/29/2019	143732	618.52
604 6040 426	CHEMICALS FOR SEWER PLANT				618.52
				Vendor Total:	618.52
CRESSM	CRESSMAN SANITATION, INC		07/01/2019	07012019 STATE	1,800.00
604 6040 428	WWTFSEW JUL-SEPT				1,800.00
				Vendor Total:	1,800.00
MIDAME	MIDAMERICAN ENERGY COMPANY		06/26/2019	06262019 STATE	12.62
604 6040 428	GAS-SEWER PLANT				12.62
				Vendor Total:	12.62
NAPA	NAPA AUTO PARTS OF HARTFORD		06/20/2019	118577	100.14
604 6040 425	PARTS FOR SEWER JETTER REPAIRS				100.14
NAPA	NAPA AUTO PARTS OF HARTFORD		07/02/2019	119238	26.50
604 6040 425	NEW BELT FOR EXHAUST FAN BLOWER BLDG				26.50
				Vendor Total:	126.64
PETTY	PETTY CASH		07/10/2019	07112019 VOUCHER	163.56
604 6040 4261	POSTAGE-JUNE WATER BILLS				147.56
604 6040 4261	POSTAGE-W/S DELINQUENT LETTERS				16.00
				Vendor Total:	163.56
SIOUXV	SIOUX VALLEY ENERGY		06/27/2019	06272019 STATE	3,499.87
604 6040 428	ELEC-MAIN LIFT STATION				1,495.76
604 6040 428	ELEC-WASTE WATER LAGOONS				1,820.46
604 6040 428	ELEC-SAGEHORN LIFT STATION				91.64
604 6040 428	ELEC-MICKELSON/HWY 38 LIFT STATION				92.01
				Vendor Total:	3,499.87

<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>
STOCKW	STOCKWELL ENGINEERS		06/28/2019	9499	3,556.45
604 6040 439		VANDEMARK AVE SANITARY SEWER PROJECT			3,556.45
STOCKW	STOCKWELL ENGINEERS		06/28/2019	9520	2,415.90
604 6040 439		WWTF PRELIMINARY DESIGN			2,415.90
				Vendor Total:	5,972.35
				Fund Total:	12,233.04
				Checking Account Total:	201,808.70

Check Register by Type
 Prepaid Checks

Payee Type: Vendor		Check Type: Check			Checking Account ID: 1		
<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>
42816	06/19/2019	X			DUININICK	DUININICK, INC.	12,423.65
	Checking Account ID:		1		Void Total:	0.00	Total without Voids: 12,423.65
	Check Type Total:		Check		Void Total:	0.00	Total without Voids: 12,423.65
	Payee Type Total:		Vendor		Void Total:	0.00	Total without Voids: 12,423.65
			Grand Total:		Void Total:	0.00	Total without Voids: 12,423.65

Resolution 2019-5

RECOMMENDATION OF CITY OF HARTFORD PLANNING COMMISSION

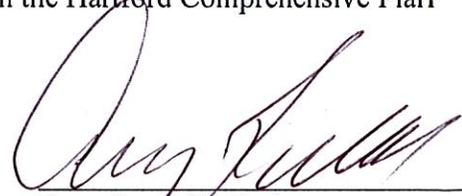
COMES NOW, the City of Harford Planning Commission and hereby makes the following recommendation to the Hartford City Council following the joint meeting between the City of Hartford Planning Commission and the Minnehaha County Planning Commission held on June 24, 2019, at 7:00 p.m. at the County Administration Building, 415 N Dakota Ave. (2nd Floor), Sioux Falls, South Dakota.

The Hartford City Council acknowledges:

- a. The City of Hartford has identified a growth area as stated in the Hartford Comprehensive Plan 2017-2037;
- b. The City of Hartford has requested that Hartford Comprehensive Plan 2017-2037 be adopted as the Comprehensive Plan for joint jurisdiction between the City of Hartford and Minnehaha County;
- c. The City of Hartford anticipates this growth area will eventually be part of the City of Hartford; and
- d. The City of Hartford supports implementation of a plan that would allow the orderly provision of services within this growth area, in a manner that would be beneficial to the City, County and property owners within the growth area.

THEREFORE, the City of Hartford Planning Commission recommends adoption of a Comprehensive Plan for joint jurisdiction area per SDCL 11-6-11 between the City of Hartford and Minnehaha County for the area that would begin at the intersection of the centerlines of 462nd Avenue and 258th Street, thence east along the centerline of 258th Street until the intersection of the centerlines of 258th Street and Skunk Creek Avenue; thence south along the centerline of Skunk Creek Avenue until the intersection of the centerlines of Skunk Creek Avenue and Benton Road; thence east along the centerline of Benton Road to the intersection of the centerlines of Benton Road and 466th Avenue; thence south along the centerline of 466th Avenue to the intersection of the centerlines of 466th Avenue and Interstate 90; thence west along the centerline of Interstate 90 to the intersection of the centerlines of Interstate 90 and 464th Avenue; thence south along the centerline of 464th Avenue to the intersection of the centerlines of 464th Avenue and 261st Street; thence west along the centerline of 261st Street to the intersection of the centerlines of 261st Street and 462nd Avenue; thence north along the centerline of 462nd Avenue to the intersection of the centerlines of 462nd Avenue and 258th Street as shown on the attached map (Exhibit A) and depicted as Map 3 in the Hartford Comprehensive Plan 2017-2037.

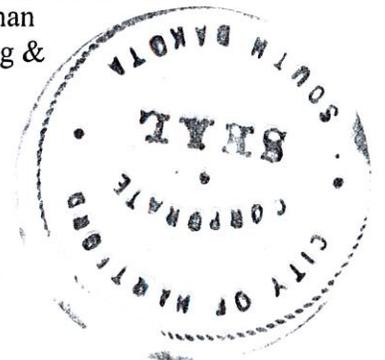
Dated this 12th day of July 2019.



Tony Randall, Chairman
Hartford City Planning &
Zoning Commission

ATTEST:


Karen Wilber, Finance Officer



2019 Jamboree Day Event Summary

LMH Pageant

- 7 Girls participated – consistent with past years
- Colleen Gooley won and had a blast over the weekend and visited many local businesses

Movie Night

- Movie Ralph Breaks the Internet was played
- Dani was not sure on attendance this year but felt like had a success night

Carnival

- Ticket sales were a bit lower than last year however was still a success
- Few concerns on rides at event – Chamber will work with the carnival to resolve

Car Show

- GREAT weather and a perfect night for show
- 144 registered vehicles (record number) and some came late so not included in the count since did not register

Burn Out

- 18 registered and had great crowd participation

Friday night entertainment

- Compliments on the band and we had apx 100 + stay until the end

Vendors

- Number of vendors was consistent with prior years
- Had comments from some that this was their first year here and they are looking forward to attending again next year

5K and Family Fun Walk

- Raised \$810 for the Hartford Optimist Club
- 60+ people in attendance for both the run and walk

Parade

- 52 + fire trucks (fire trucks do not register)
- Great community turnout for the parade

Stage Entertainment

- WC Band did a great job kicking it off again
- Phil Baker had the kids very entertained committee looking at booking him again next year
- Blue Sky Music Machine was a good way to round up the entertainment on stage
- Talent Show was cancelled due to only 1 person registered – need to look at different options to fill that slot

Park Entertainment

- Balloon Squad told me they enjoyed the day
- Hidden Mania also had a good turnout of kids and they all looked like they were having fun finding some money (Jeff also handed out an inflatable ball to all who participated 150 balls handed out)

Community Supper

- Color Guard hosted and Big J's Roadhouse provided the food
- Plate count was 150

Street Dance

- Sold 550 wrist bands – down from last year but still good turnout even with rain
- Lots of compliments on Brandon Jones committee already in conversation with Brandon for 2020 event
- Food trucks commented that they had a lot of fun and hope to be able to come back next year

Tractor Pull

- Apx 72 Hooks
- Good crowd came out to enjoy the day and weather

Beer Sales Revenue

- Wristbands - \$2750.00
- Beer Sales - \$11,558.25 (still need to take out beer cost)
 - Fri \$6563; Sat Park \$1182; Sat Dance \$3614.25; Sun \$199
- Beer Sales Tips - \$1340.50
 - Fri \$644; Sat Park \$159; Sat Dance \$537.50
- Beer Cost – (don't have final invoices yet)

Softball Tournament

- Numbers were down from last year but sounds like they still had a good turnout

Recreation Director Report 7/16

Maintained and Built Community Relationships

- Attended HASR meeting and helped gather information and materials for budget proposal decision
- Met with Sara Jost and Brad Behrens to get final information on Community Ed Programs
- Connected with Community Ed instructors about their programs
- Spoke with community members concerned about the Community Ed programs
- Assisted with Park Rec program which had a record 162 kids registered.
- Conducted Park Rec survey to help in planning for the future of the program
- Met with Dakota Alliance Soccer to discuss having some U8 and under games played in Hartford as well as to set up a soccer day in Hartford for all age levels this fall.
- Talked with a variety of parents at Park Rec and during softball games

Continued Facility Scheduling/Rescheduling

- Scheduled ball diamonds for practices and games (youth softball wrapped up this weekend)
- Helped in scheduling park shelters/amphitheater
- Began discussions of fall soccer with coaches and the school to find a U14 field solution for the fall

Sports & Rec Website & Social Media

- I have begun building our new Hartford Area Recreation website (will launch in August)
- Created a Bike & Rec Facebook Page
- Continued to grow the new HAR social media pages
- Took pictures at the parks/trails with Brayden to use for future marketing and graphics
- Created a variety of graphics to use on social media

HASR Committee Updates

- Discussed Chase the Ace fundraiser
- Discussed plan for 2020 budget ask-most likely concession stand/bathroom and cement to and around it
- Discussed and received input on the new Hartford Area Recreation Logo

Future Plans

- Conduct program survey to receive input about programs people want to be offered
- Hold focus groups with different sports parents to plan for future programs
- 2020 programming proposal

Challenges

- Setting up a meeting with baseball and getting their representative at our HASR meetings
- Planning for the future without position certainty

Recreation Director's Fall 2019 Community Education Proposal

Overview Summary

Inside you will find further information on program details, but I have done my best to put together a shortened summary of what I hope you are looking for and need to know. Though it has been the school's program in the past it is important to realize that we have creative control over the programming that we offer. By adopting these selected programs we have the opportunity to be the only game in town for these programs we were likely to look into offering in the future. I understand if this may feel rushed, as it has been a fairly quick timeline to make an important decision. Even though it may be a shorter timeline than I intended to take on a big project, I am confident that I will be able to handle this and trust that the school specifically Sara and Brad will be very helpful in any issues that come up for me.

Below is a table of Program's financials based off last year's numbers with adjustments made as necessary.*For dance incorporated recital refreshment costs, for basketball implemented fewer instructor hours.

Program	Expenses	Revenue	Net Income
Dance	\$1,250.00	\$2,745	\$1,495.00
Basketball	\$2,304.50	\$4,290	\$1,985.50
Piano	\$15/hour	\$30/hour	\$15/hour-less planning/scheduling
Taekwondo	\$760/month	\$760/month	\$0/month

Participation in Adopted Programs

Basketball (K-6) 102 participants
Taekwondo (3-Adult) 20 participants
Piano (Ages 4+)18 participants
Dance (PreK-8th) 67 participants
Total=207 participants

Programs slated to be discontinued

Strategic Games (8-10 students) and PiYo (a few adults/night). Both were losing money due to low participation.

Advantages

- Establishing a facility use agreement with the school
- Better access to reach our primary demographic of children through working with the school
- Beginning our City programming with tested programs that already are expected in the community
- Allows the use of online registration and purpose for launching a new website

Disadvantages

- Possibility of losing money due to underperforming programs or Director expense.
- The rushed timetable due to taking on the programs at this point.

Recreation Director Position

Time Spent

Velander plans to spend varying time on Community Ed at different phases of the year.

- Phase 1 Preparation: Velander plans to spend around 16-20 hours a week in preparation of web development, registration set up, marketing and scheduling for the program.
- Phase 2 Registration: Velander plans to spend around 12-16 hours a week handling questions, promoting and coordinating registration.
- Phase 3 In-session: Velander plans to spend around 6-10 hours a week communicating and administrating the programs.

While these are estimates of time are to the best of my ability without experiencing running the program myself I won't be able to know the full extent of time it can entail.

Wages

- Velander would need to be extended through December 31.
- Maintaining the current status quo of 32 hours a week would come to an estimated 852 hours to continue Velander through the year at a cost of \$15,762.
- The 404 remaining planned hours (if you use 32 hours per week) will take Velander to September 15th costing the city \$7,474.00 (404 hours x \$18.50/hour).
- Additional Hours needed until the end of the year will be 448 hours, which is 14 weeks – costing the city an additional \$8,288.00 (448 hours x \$18.50/hour).

The Programs

Dance

Program Description: An introductory dance program offered to ages 3 and up (potty trained) at all experience levels. Teaches basic dance fundamentals with fun activities and a semester-end recital.

Instructors: Rachael Hakl+assistant

Instructor Hours: Last Spring: 69.25 total hours, \$1038.75

Ages: PreK- 8th

Price: \$45

Location: Middle School Multipurpose Room

Supplies Needed: CD Player

Orders/Additional Costs: Costumes-parents pay, but we would purchase, recital refreshments for 250 approx=\$200 (\$211.25 for the budget)

2018 Numbers: 67 Fall, 61 Spring

Offered: Fall & Spring

Registration Starts: 8/19

Registration Ends: 9/6
Program Begins: 8/26 (Sizing Open House)
Program Ends: 12/2

Piano

Program Description: Piano lessons for ages four and up. Open to all skill levels and offered by an instructor with 20 + years of experience teaching piano.

Instructor: Amory Dinges

Instructor Hours: \$15/30 minutes = \$30/hour in, \$15/hour to pay the instructor + 1-hour planning/month

Ages: 4+

Price: \$15/half hour

Location: Hartford Elementary Music Room

Supplies: Piano, Recital programs

2018 Numbers: 18 students

Offered: Year-round

Registration Starts: 8/19

Registration Ends: Open enrollment as available

Fall Program Begins: Week of 9/9

Fall Program Ends: Week of 12/9

Tae Kwon Do

Program Description: An all level Taekwondo academy offering classes to the Hartford community. The program focuses on self-discipline and growth of the individual but provides a group aspect.

Instructor: JP Wallace

Instructor Hours: Approx 48 hours a month = \$760/month

Ages: 3+

Price: \$25/month for Tiny Tigers (3-7), \$45/month Youth/Adult (7+). Family Discounts offered for multiple students Youth/Adult: \$85/month for 2 students, \$115/month for 3 students, \$140/month for 4 students.

***Increase of \$5 on each age group in order to near breaking even.**

Location: Wrestling Room/ MPR (during wrestling season)

Supplies: None, Tiger Academy supplies all

2018 Numbers: 13 youth/adult, 7 Tiny Tigers

Offered: Year-round

Registration Starts: 8/19

Registration Ends: Open monthly

Program Begins: 9/3

Program Ends: 12/19

Basketball

Program Description: A fun introductory version of basketball with games and minimal competition. Teaches fundamentals, ballhandling, shooting, passing, games, etc.

Instructor: Adam DeJong (3-5), Need to hire (K-2) +Volutneer MS/HS assistants

Instructor hours:

K-2: 4 sessions= 4 sessions=16 hours+30 minutes*4=18+2 hours planning=20 hours

K-2 Hours budgeted: 20 hours=\$300

3-5 Girls: 8 sessions=12 hours+30 minutes*8=16 hours+4 hours planning=20 hours

3-5 Boys: 8 sessions=12 hours+30 minutes*8=16 hours+4 hours planning=20 hours

3-5 Hours budgeted: 40 hours=\$600

\$900 Instructor total pay

Ages: K-2, 3-5 (was K-3, 4-6 in 2018)

Price: \$40 for all age groups. (was \$45 for the younger group last year)

Location: K-2 Hartford Elementary, 3-5 Humboldt Elementary

Supplies: Basketballs, Cones

Order: T-shirts (\$817.50), mini basketballs (\$537)

2018 Numbers: 102 total participants 60 k-3, 17 4-6 boys, 35 4-6 girls

Offered: Fall

Registration Starts: 8/19

Registration Ends: A week before the program begins

Program Begins: See schedule by age group below

Program Ends: See schedule by age group below

Scheduling

All Dates

Dance: 8/26, 9/9, 9/16, 9/23, 10/14, 10/21, 10/28, 11/4, 11/11, 11/18, 11/25, 12/2-Performance

Taekwondo: 9/3, 9/5, 9/10, 9/12, 9/17, 9/19, 9/24, 9/26, 10/1, 10/3, 10/8, 10/10, 10/15, 10/17, 10/22, 10/24, 10/29, 11/5, 11/7, 11/12, 11/14, 11/19, 11/21, 11/26, 12/3, 12/5, 12/10, 12/12, 12/17, 12/19

Basketball: K-2-10/5, 10/12, 10/19, 10/26

3-5 Girls-9/3, 9/5, 9/10, 9/12, 9/17, 9/19, 9/24, 9/26

3-5 Boys-10/1, 10/3, 10/8, 10/10, 10/15, 10/17, 10/22, 10/24

Piano: Lessons scheduled on an individual basis

By the day of the week

Mondays: Dance

Tuesdays: 3-5 Basketball, Taekwondo
Wednesdays: No Programs
Thursdays: 3-5 Basketball, Taekwondo
Fridays: No Programs
Saturdays: K-2 Basketball
Sundays: No Programs

Detailed Financials

Program

Basketball

Expenses

Instructor labor: Last year \$997.50, This year expected: \$900

T-shirts: \$817.50

Basketballs: \$537

Breakfast for workers: \$50

Revenue

Registration: \$4,290 Last year

Expected Net: \$1985.50

Dance

Expenses

Instructor labor: Spring Semester \$1038.75

Costumes: =\$0 for us, purchase but parents pay for

Recital refreshments, flowers, etc. \$211.25

Revenue

Registration: \$2,745 Last year

Expected Net: \$1495

Taekwondo

Expenses

Instructor labor: Approx \$760/month

Revenue

Registration: Expected \$760 *based off last years numbers and \$5 price increase

Expected Net: \$0

Piano

Expenses

Instructor labor: \$15/hour

Revenue

Registration: \$30/hour

Expected Net: \$15/hour less scheduling/set up

Extend Recreation Director Position

\$8,288 for additional 448 hours

Sponsorship Opportunity

I plan to offer local businesses sponsorship opportunities which will help supplement our costs and give businesses an opportunity to market to the community.

My first marketing opportunity will be with the basketball programs this fall where I will offer businesses the opportunity to put their logo on the back of our camp/program shirts for any monetary or necessary product donation of \$100.

With the new year, I plan to put together a yearly, seasonal, and individual program/event sponsorship packages to offer to businesses to help supplement our programs.

Marketing

- Begin with press release statement in the paper, sent from school, sent to media sources and put out on our social media platforms.
- Send a registration brochure out to schools the first week of school and posted online on social media and our new website
- Online Registration, easy to link to and doesn't require paper or limit times one can register
- All-program calendars are given out to all participants on their first night of a program to encourage them to participate in other programs.

Transition Timeline

July 12-Finalize instructors/tentative dates, turn in a proposal

July 18-Launch Hartford Area Recreation with new logo and release tease announcement

July 22-Community Ed Press Release Highlight Program 1

July 26-Finalize Dates & Schedule with school and instructors

July 29-Highlight Program 2

August 1-Complete calendars and brochures for printing

August 5-Highlight Program 3

August 9-Have brochures and calendars back

August 12-Highlight Program 4

Have brochures available & booth at Student Registration

Registration Graphic with all classes and dates

August 19-Website launch and registration up by noon

What does this mean for the Recreation Director position?

Just because we take on these programs doesn't mean we won't be creating our own. Velandier plans to present a variety of programs for the 2020 year at budget meetings next month and give updates on each sports group he has worked with.

Hartford Area Recreation Programs Timeline 2020

Spring: Youth Soccer Camp similar to the basketball programs

Summer: Updated Park Rec Program, Host 3 one-day recreational tournaments i.e Kickball, Disc Golf, Bean Bags, Horseshoes, Plan 3 All Ages Day Trips to local Destinations, Host Multiple Softball Tournaments, Partner with the Chamber to host Special Events in the Park, Possibly Adult Coed Sand Volleyball

Fall: Recreational Flag Football Grades K-4, U8 Recreational Soccer

Winter: 4-6 Rec Basketball

AGREEMENT BETWEEN THE CITY OF HARTFORD AND WEST
CENTRAL SCHOOL DISTRICT NO.49-7

Agreement made _____, 2019, between the City of Hartford, SD (the City), and West Central School District No. 49-7 (School District).

WHEREAS, the City and the School District desire to cooperate in order to further the recreational and athletic opportunities available in the Hartford community.

NOW, THEREFORE, the parties to this Agreement, in consideration of the mutual covenants and stipulations set out herein, agree as follows:

**Section One
Joint Cooperative Agreement**

Pursuant to SDCL 1 24, Joint Exercise of Governmental Powers, this agreement shall not be effective until it has the approval of both the Hartford City Council and School Board of the West Central School District 49-7.

**Section Two
Term of Agreement**

This Agreement shall commence as a one-year agreement from the date of approval, to be considered for a multi-year agreement pending a joint review by the parties at the end of one year. Following such review, either party may terminate this agreement upon 90 day written notice to the other party and the rights, obligations, and duties created hereby shall be null, void and of no further force or effect following the execution of a written agreement for such termination.

**Section Three
Community Education Program**

The Recreation Director or designee for the City of Hartford shall administer and manage all community education programs. All programming is at the discretion of the City of Hartford. The School District will aid the City in promoting the Sports and Recreation programs.

**Section Four
Finances**

Neither party shall charge the other a rental fee for facility use for sanctioned programs. All revenue and expenses associated with the Community Education programs will be received by and paid for by the City of Hartford.

**Section Five
Regulations for Use**

No activity or user of the School District or City facilities shall unlawfully discriminate against any person wishing to participate in any activity sponsored by the School District or the City. The use of any facility by the School District or the City shall not be transferred or assigned to any other

party. Activities of the School District have priority for school facility usage. Activities of the City have priority for city facility usage.

**Section Six
Damage to Facilities**

Any damage occurring to school/city facilities shall be repaired by the agency sponsoring the activity which caused the damage. Repairs must satisfy any applicable state/local codes and the owner of the facility.

**Section Seven
Insurance**

Each party shall carry its own insurance for personal property or building contents. The City and the School District shall maintain general liability insurance covering its activities and name each other as additional insureds.

**Section Eight
Official Contacts**

The official contact for the City shall be the Recreation Director or designee. The official contact for the School District shall be the Superintendent of Schools or designee.

CITY OF HARTFORD

WEST CENTRAL SCHOOL DISTRICT

BY _____
MAYOR

BY _____
PRESIDENT SCHOOL BOARD

BY _____
BUSINESS MANAGER

ATTEST:

City Clerk



Chamber and Economic Development Director's Report June 2019

Hartford Area Chamber of Commerce

- New Members: J Bart Construction and Sieverding Construction
- Planned and held 2019 retreat for the Board of Directors.
- Attended meetings for Events, Marketing, Bylaws, and Executive Committees. Work continues on Business in the Park, Third Thursdays, and the Golf Classic.

Hartford Area Development Foundation

- Ongoing communication with the following projects: Coronet, Champion, Road Runner, Pascal, Residence, Yellowstone, Biltmore, Daycare and Smith.
- Project Pascal was announced – Prairie Boutique will be opening in the Vista Crossing building later this summer.
- Project Residence was announced. The Dave & Co. Real Estate Team will be opening a location in Hartford.
- Project Volantes has been taken off the prospect list. Company decided to expand in its current state.
- Ongoing planning and work on the Hartford Living Magazine.
- Nick Fosheim and Sam Wagner (MidAmerican) spoke to the Board.
- Project management and planning on the Growing Hartford capital funding program.

Other

- Planning and design meetings for the new Hartford Community Mural.
- Met with the Office of Congressman Dusty Johnson to discuss Hartford.
- Attended a Sioux Falls Issues Management Council meeting.
- Attended the regional bimonthly Chamber meeting hosted by Sioux Falls.
- Attended the SECOG Community Resource Fair.

On the Horizon

- July 17 – Business in the Park
- July 18 – Golfing in SDN Communications Tournament
- July 18 – Third Thursdays in the Park
- July 23 – Meeting with Dan Kipply (Rail to Rail Transloading)
- July 23 – Community Mural Dedication
- July 24 – Downtown Hartford Planning Session



Facebook Data – June 14 – July 11

- Hartford Area Development Foundation
 - o Likes: 598
 - o New Page Likes: 28
 - o Post Reach: 7,958
 - o Engagements: 1,668
- Hartford Area Chamber of Commerce
 - o Likes: 1,136
 - o New Page Likes: 13
 - o Post Reach: 3,493
 - o Engagements: 1,976



2019 City of Hartford Economic Development Goals

Upon Council request, the following list has been compiled. This list represents a comprehensive economic development strategy that will increase the quality of life of Hartford residents, make Hartford a more attractive place for families and businesses supplying high paying jobs to relocate to, and increase both the sales and property tax income for the City of Hartford. If successful, this will result in Hartford becoming the suburb of choice for families looking to locate in the Sioux Empire. The following list is in no specific order.

- Implement 5G Tower Leasing Agreements for Hartford and partner with SD Communications to pave the way for early adoption of the new technology.
- Make Hwy 38 a more attractive district through our community
 - o Decorative Banners along HWY 38 Light poles
 - o Bike path connecting community to HWY 38 Business District
- Continue to reinvest into Downtown Hartford
 - o Replace rusted light poles with decorative light poles
 - o Place decorative banners along new light poles
 - o Introduce public art into downtown buildings (mural on the senior citizen center)
 - o Find tenant to take over the American Legion building and utilize liquor license
 - o Find more retail businesses to locate downtown Hartford
- Build strong relationship with I-90 Industrial Park (Brower Addition)
 - o Start annexation conversation with leadership before they proceed with further road improvements
 - o Create cooperative agreement that slowly phases in the park and provides benefits for Park tenants and Hartford taxpayers
- Create New Industrial Park along I-90 exit 387 that is focused on 1-5 acre parcels and smaller projects
 - o Bring utilities south of Interstate 90
 - o Start securing options on land owned by Jastram and Ruud Families
 - o Find anchor tenant for space that will bring financial assistance from SD.
- Secure land for next industrial park east of Swenson Industrial Park that is focused on large projects with high utility needs – specifically land owned by either Grace or Wintersteen families.
- Quality of Life Improvements
 - o Create a Parks Board similar to other Communities that will oversee Hartford parks, make recommendations for new parks, and ensure that parks are growing.
 - Identify land for a dog park and work with community to secure funding
 - o With input from Parks Board, create five year Capital Improvement Plan for parks including Swenson Sports Complex, Bike & Rec Trail, and Pool
 - o Work with Siouxland Library to create a five year plan for Library expansion in the City of Hartford
 - o Ensure that current daycare capacity is keeping up with increased demand
- Attract more retail amenities
 - o New Quick Service Restaurant along I-90 Exit 387 Interchange
 - o New car wash and convenience store along I-90 Exit 387 Interchange
 - o Work with companies looking to locate into Hartford.

Teresa Sidel

From: Jesse Fonkert
Sent: Monday, July 1, 2019 3:13 PM
To: Teresa Sidel
Subject: FW: MACE Board of Directors Update

Teresa,

I serve on the Board of Director for Mid-America Chamber Executive – the professional organization for our Chamber of Commerce region. I am requesting permission to attend the 2019 Board Retreat and reimbursement of expenses.

Jesse

Jesse Fonkert | Director
Hartford Area Chamber of Commerce | Hartford Area Development Foundation
125 N. Main, Hartford, SD 57033
Direct | 605.528.3338
Cell | 605.201.2644
www.hartfordsdchamber.org
www.hartford.life

From: Larry Dowell <larry@dowellmgmt.com>
Sent: Friday, June 28, 2019 10:55 AM
To: Jesse Fonkert <jesse.fonkert@hartfordsd.us>
Subject: MACE Board of Directors Update



MACE Board of Directors Update

November Board Retreat

As a follow-up to our board meeting last week we wanted to give you a brief update regarding the November board retreat.

We have secured a block of rooms (15) at the Inn in Arnolds Park/Lake Okoboji.

Date: November 6–7, 2019

Address: 15 Dam Rd., Arnolds Park, IA.

Double Queen Rooms

Cost: \$84 with tax \$94.08 per night

The room block is a first-come first-served basis and can be registered by calling 712-337-6400 or emailing at info@theinnhotel.com

Specific details on meeting location, timing, etc. will be sent to you later. For now, please indicate if you will be attending the board retreat by clicking on the [following link](#) and registering.

Agenda:

November 6

4:00 pm: Group meeting

5:30 pm: Night Social

November 7

Morning meeting to adjourn no later than 1:00 pm.

[Register](#)

2020 Compensation Survey

Five out of the six MACE states have confirmed their participation in the 2020 Compensation Survey. We are still awaiting the decision from the final state, North Dakota. Once all states are finalized we will move forward with the survey by first reviewing the 2018 product.

2020 Conference Committee

A planning committee for the 2020 MACE conference has been established. The first meeting has been scheduled. Initial conference items, such as registration costs will be decided and set at that time.

Vandemark Roadway Improvements

The Vandemark Avenue Roadway Improvements project includes reconstructing the roadway, making water main improvements, and installing storm sewer from Highway 38 to the northern city limits. The project will also include extension of storm sewer in 9th Street to the east of Vandemark. Soukup Construction is the contractor performing the work.



Update | Rain during the week of July 8th slowed progress on the project. The contractor is nearing completion of underground utilities for the entire site. Roadway shaping and gravel is expected to occur over the next two weeks north of 9th Street. There is a portion of subgrade north of 9th Street that appears silty and soft. Over excavation of this area is expected. Additional expenses due to unforeseen utility conflicts have been added to the project. A change order will be presented to the council to approve. A second change order will also be presented to the council to improve 9th Street from Vandemark Ave to Par Tee Drive. Construction documents of 9th Street west of Vandemark Ave are nearing completion and will be forwarded to the contractor for pricing.

-  **Action** | Pay Application #3 will be presented for council action. Our office recommends approval.
 -  **Action** | CCO #1 will be presented to council for action. The change order includes additional water main and sewer fittings added to the project, an adjustment to storm sewer facilities and additional surge rock to stabilize subgrade at various locations. Our office recommends approval.
 -  **Action** | CCO #2 will be presented to council consideration. CCO #2 includes work to improve the gravel section of 9th Street from Vandemark Ave to Par Tee Drive.
-



Mickelson Road Improvements

The Mickelson Road project includes reconstructing the roadway and utilities from Patrick Avenue to Hwy 38. The project also includes roughly 440-ft of improvements along 464th Ave. Construction of the project is planned as a single phase to be constructed in 2018 that includes sanitary sewer, water main, storm sewer, grading, box culverts and roadway surfacing.

Update | Rain during the week of July 8th slowed progress. The majority of dirt work is complete on the project. The contractor is

prepping the subgrade of the remaining roadbed for gravel. Stockwell visited the site on July 10th and found the subgrade too wet for gravel to be placed. Soukup plans to place gravel once the site dries. Curb and gutter is scheduled for the week of July 15 pending weather.



North Ironwood Estates Drainage

The City Council requested a proposal from Stockwell Engineers to evaluate and design a project to improve the drainageway north of Ironwood Estates. The project will include procuring land or easements from adjacent property owners to allow the city access to maintain facilities.

Update | City staff is contacting property owners along the project to discuss land acquisition. A proposal for engineering services will be presented at a future meeting.



Action | Progress payment #10 will be presented to Council for action. Our office recommends approval.

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 | Stockwell and City staff are meeting to discuss alternate routes and potential sites for a treatment facility.

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: Knapp's Landing Plan Review ▪ Western Meadows Plan Review

TRANSMITTAL



Teresa Sidel
City of Hartford
125 North Main Ave
Hartford, SD 57033

Date: July 12, 2019
Project No. 17038
Re: Vandemark Ave Street Improvements
Hartford, SD

Quantity:	Description:
3	Pay Application #3
3	CCO #1
3	CCO #2

Teresa,

Please find enclosed copies of pay applications and change order documents for the project. Below is a brief description of each item and our recommendations. Please distribute items that are approved to the contractor and our office.

Pay Application #3:

The pay application is for work completed to date. We recommend payment in the amount shown.

CCO #1:

Change Order #1 includes items that have been added to the project. Items #1 and #2 are for several fire hydrants and various water main fittings that, once were exposed, were found to be corroded and in need of replacement. We discussed with city staff and directed the contractor to replace them. Item #3 is for subgrade stabilization near the 9th Street intersection. The dirt grade in this area is very silty and not suitable to build on. We recommend the area be over excavated and replaced with surge rock. Item #4 is to upgrade a storm sewer crossing. The water main at this crossing was found to be in conflict and needs to be lowered to allow the storm sewer to cross. The storm sewer is also being upgraded to help drain a low area adjacent to the golf course. We have reviewed these changes with city staff and recommend approval of CCO#1 in the amount shown.

CCO #2:

Change Order #2 includes items to rebuild and stabilize 9th Street from Vandemark Avenue to Par Tee Drive. This section of roadway was very soft this spring and had to be closed at various times. Change Order #2 adds additional work to remove the existing road grade, stabilize and rebuild the gravel section from Vandemark to Par Tee Drive. We reviewed the Change Order with City staff. This change order is not a necessity for the project, but would greatly improve maintenance operations on this roadway into the future.

Respectfully Submitted:


Mitch Mergen, PE
Engineer of Record

Contractor's Application for Payment

Owner: <u>City of Hartford</u>	Owner's Project No.: _____
Engineer: <u>Stockwell Engineers, Inc.</u>	Engineer's Project No.: <u>17038</u>
Contractor: <u>Soukup Construction, Inc.</u>	Contractor's Project No.: _____
Project: <u>VandeMark Avenue Street Improvements - Highway 38 to City Limits</u>	
Contract: <u>Prime</u>	
Application No.: <u>Three</u>	Application Date: <u>7/9/2019</u>
Application Period: <u>From 5/25/2019</u>	<u>to 7/5/2019</u>

1. Original Contract Price	\$	1,199,999.00
2. Net change by Change Orders	\$	-
3. Current Contract Price (Line 1 + Line 2)	\$	1,199,999.00
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$	387,073.29
5. Retainage		
a. <u>10%</u> X <u>\$ 387,073.29</u> Work Completed	\$	38,707.33
b. _____ X <u>\$ -</u> Stored Materials	\$	-
c. Total Retainage (Line 5.a + Line 5.b)	\$	38,707.33
6. Liquidated Damages Charged (Days)		
a. _____ X <u>\$ 1,250.00</u> Substantial Completion	\$	-
b. _____ X <u>\$ 625.00</u> Final Completion	\$	-
7. Amount eligible to date (Line 4 - Line 5.c)	\$	348,365.96
8. Less previous payments (Line 7 from prior application)	\$	124,273.87
9. Amount due this application	\$	224,092.09
10. Balance to finish, including retainage (Line 3 - Line 4)	\$	812,925.71

Contractor's Certification

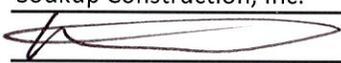
The undersigned Contractor certifies, to the best of its knowledge, the following:

(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;

(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and

(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor: Soukup Construction, Inc.

Signature:  _____ **Date:** 7/10/19

Recommended by Engineer	Approved by Owner
By: <u>Mitch May</u>	By: _____
Title: <u>Engineer Record</u>	Title: _____
Date: <u>7.12.19</u>	Date: _____

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner: City of Hartford
 Engineer: Stockwell Engineers, Inc.
 Contractor: Soukup Construction, Inc.
 Project: VandeMark Avenue Street Improvements - Highway 38 to City Limits
 Contract: Prime

Owner's Project No.: _____
 Engineer's Project No.: 17038
 Contractor's Project No.: _____

Application No.: Three Application Period: From 05/25/19 to 07/05/19 Application Date: 07/09/19

A Bid Item No.	B Description	C Item Quantity	D Units	E Unit Price (\$)	F Value of Bid Item (C X E) (\$)	G Work Completed		I Materials Currently Stored (not in G) (\$)	J Work Completed and Materials Stored to Date (H + I) (\$)	K % of Value of Item (I / F) (%)	L Balance to Finish (F - J) (\$)
						Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)				
Original Contract											
1	Mobilization	1.00	LS	54,726.25	54,726.25	0.70	38,308.38		38,308.38	70%	16,417.87
2	Incidental Work	1.00	LS	5,000.00	5,000.00	0.30	1,500.00		1,500.00	30%	3,500.00
3	Trench Dewatering	1.00	LS	525.00	525.00	1.00	525.00		525.00	100%	-
4	Traffic Control Signs	157.00	SF	2.20	345.40	157.00	345.40		345.40	100%	-
5	Traffic Control, Miscellaneous	1.00	LS	2,200.00	2,200.00	0.80	1,760.00		1,760.00	80%	440.00
6	Type 3 Barricade, 8' Double Sided	25.00	EA	44.00	1,100.00	25.00	1,100.00		1,100.00	100%	-
7	Water For Granular Material	95.00	MGAL	15.00	1,425.00		-		-	0%	1,425.00
8	Temporary Boardwalk	100.00	LF	14.00	1,400.00		-		-	0%	1,400.00
9	Locate Utility	4.00	EA	200.00	800.00	5.00	1,000.00		1,000.00	125%	(200.00)
10	Special Permanent Seed Mixture 1	578.00	LB	8.36	4,832.08		-		-	0%	4,832.08
11	Special Permanent Seed Mixture 2	74.00	LB	13.20	976.80		-		-	0%	976.80
12	Fertilizing	889.00	LB	1.10	977.90		-		-	0%	977.90
13	Fiber Mulching	8,145.00	LB	0.55	4,479.75		-		-	0%	4,479.75
14	Erosion Control Blanket	1,202.00	SY	2.15	2,584.30		-		-	0%	2,584.30
15	Weed Control	14,294.00	SY	0.06	857.64		-		-	0%	857.64
16	Overseed	10,760.00	SY	0.47	5,057.20		-		-	0%	5,057.20
17	Inlet Protection	11.00	EA	88.00	968.00	6.00	528.00		528.00	55%	440.00
18	Temporary Vehicle Tracking Control	4.00	EA	425.00	1,700.00	1.00	425.00		425.00	25%	1,275.00
19	Concrete Washout Facility	2.00	EA	375.00	750.00	1.00	375.00		375.00	50%	375.00
20	Rip Rap, Class B	35.00	TON	34.00	1,190.00		-		-	0%	1,190.00
21	Silt Fence	68.00	FT	5.50	374.00	68.00	374.00		374.00	100%	-
22	12" Sediment Control Wattle	20.00	FT	4.40	88.00		-		-	0%	88.00
23	Clearing	1.00	LS	1,100.00	1,100.00	1.00	1,100.00		1,100.00	100%	-
24	Remove Concrete Curb and Gutter	32.00	FT	12.50	400.00	32.00	400.00		400.00	100%	-
25	Remove Concrete Pavement	631.00	SY	7.00	4,417.00	631.00	4,417.00		4,417.00	100%	-
26	Remove Concrete Sidewalk	51.00	SY	6.00	306.00	51.00	306.00		306.00	100%	-
27	Remove Asphalt Concrete Pavement	390.00	SY	3.25	1,267.50	390.00	1,267.50		1,267.50	100%	-
28	Saw Existing PCC Pavement	228.00	LF	6.25	1,425.00	228.00	1,425.00		1,425.00	100%	-
29	Saw Existing Asphalt	179.00	LF	2.50	447.50	179.00	447.50		447.50	100%	-
30	Clear and Grub Tree, 6" To 24"	29.00	EA	235.00	6,815.00	29.00	6,815.00		6,815.00	100%	-
31	Clear and Grub Tree, 25" To 36"	2.00	EA	1,200.00	2,400.00	2.00	2,400.00		2,400.00	100%	-
32	Remove & Reset Sign	15.00	EA	110.00	1,650.00		-		-	0%	1,650.00
33	Temporary Mailbox	9.00	EA	110.00	990.00	9.00	990.00		990.00	100%	-
34	Manhole Construction Plate Marker	7.00	EA	165.00	1,155.00	2.00	330.00		330.00	29%	825.00
35	Remove Retaining Wall	15.00	FT	75.00	1,125.00	15.00	1,125.00		1,125.00	100%	-
36	Unclassified Excavation	10,220.00	CY	9.40	96,068.00	8,280.17	77,833.60		77,833.60	81%	18,234.40
37	Placing Contractor Furnished Topsoil	3,335.00	CY	14.50	48,357.50		-		-	0%	48,357.50
38	Scarify and Recompact Subgrade	10,127.00	SY	0.80	8,101.60	3,034.00	2,427.20		2,427.20	30%	5,674.40
39	Trench Stabilization Material	200.00	Ton	0.02	4.00		-		-	0%	4.00
40	Select Fill	500.00	Ton	0.02	10.00		-		-	0%	10.00

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner: City of Hartford
Engineer: Stockwell Engineers, Inc.
Contractor: Soukup Construction, Inc.
Project: VandeMark Avenue Street Improvements - Highway 38 to City Limits
Contract: Prime

Owner's Project No.: _____
Engineer's Project No.: 17038
Contractor's Project No.: _____

Application No.: Three **Application Period:** **From** 05/25/19 **to** 07/05/19 **Application Date:** 07/09/19

A Bid Item No.	B Description	C Item Quantity	D Units	E Unit Price (\$)	F Value of Bid Item (C X E) (\$)	G Work Completed		I Materials Currently Stored (not in G) (\$)	J Work Completed and Materials Stored to Date (H + I) (\$)	K % of Value of Item (I / F) (%)	L Balance to Finish (F - J) (\$)
						Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)				
41	Sanitary Sewer Manhole Barrel Adjustment	1.00	EA	660.00	660.00	1.00	660.00		660.00	100%	-
42	Sanitary Sewer Manhole Cone Replacement	1.00	EA	378.00	378.00	1.00	378.00		378.00	100%	-
43	Manhole Frame and Cover	2.00	EA	320.25	640.50		-		-	0%	640.50
44	Manhole External Frame Seal	2.00	EA	420.00	840.00		-		-	0%	840.00
45	Sewer Cleanout Assembly	1.00	EA	468.00	468.00		-		-	0%	468.00
46	Manhole Exfiltration/Vacuum Test	2.00	EA	158.00	316.00		-		-	0%	316.00
47	Remove Fire Hydrant	2.00	EA	210.00	420.00		-		-	0%	420.00
48	Remove Water Main	1,172.00	FT	2.10	2,461.20	520.00	1,092.00		1,092.00	44%	1,369.20
49	Salvage & Reset Fire Hydrant	3.00	EA	677.25	2,031.75		-		-	0%	2,031.75
50	6" C900 DR18 PVC Water Main	71.00	FT	18.90	1,341.90	27.00	510.30		510.30	38%	831.60
51	8" C900 DR18 PVC Water Main	1,014.00	FT	25.20	25,552.80	425.00	10,710.00		10,710.00	42%	14,842.80
52	6" MJ Gate Valve with Box	3.00	EA	1,025.00	3,075.00	1.00	1,025.00		1,025.00	33%	2,050.00
53	8" MJ Gate Valve with Box	9.00	EA	1,386.00	12,474.00	3.00	4,158.00		4,158.00	33%	8,316.00
54	8" MJ Bend	12.00	EA	346.50	4,158.00	4.00	1,386.00		1,386.00	33%	2,772.00
55	8" x 6" MJ Tee	3.00	EA	488.25	1,464.75	1.00	488.25		488.25	33%	976.50
56	8" x 8" MJ Tee	1.00	EA	577.50	577.50		-		-	0%	577.50
57	8" x 6" MJ Reducer	2.00	EA	367.50	735.00	1.00	367.50		367.50	50%	367.50
58	8" x 8" MJ Cross	1.00	EA	698.25	698.25		-		-	0%	698.25
59	6" MJ Cap	1.00	EA	179.00	179.00		-		-	0%	179.00
60	8" MJ Cap	1.00	EA	168.00	168.00		-		-	0%	168.00
61	6" MJ Sleeve	3.00	EA	362.25	1,086.75	2.00	724.50		724.50	67%	362.25
62	8" MJ Sleeve	4.00	EA	425.25	1,701.00	2.00	850.50		850.50	50%	850.50
63	Fire Hydrant	3.00	EA	3,218.25	9,654.75	4.00	12,873.00		12,873.00	133%	(3,218.25)
64	6" Fire Hydrant Extension	1.00	EA	451.50	451.50		-		-	0%	451.50
65	12" Fire Hydrant Extension	1.00	EA	645.75	645.75		-		-	0%	645.75
66	Temporary Fire Hydrant	1.00	EA	1,434.00	1,434.00	1.00	1,434.00		1,434.00	100%	-
67	Cut and Tie To Existing Water Main	7.00	EA	1,050.00	7,350.00	3.00	3,150.00		3,150.00	43%	4,200.00
68	1" Water Service	513.00	FT	15.75	8,079.75	315.00	4,961.25		4,961.25	61%	3,118.50
69	Reconnect Water Service (1")	8.00	EA	525.00	4,200.00	5.00	2,625.00		2,625.00	63%	1,575.00
70	Water Service Stub-out (1")	7.00	EA	498.75	3,491.25	4.00	1,995.00		1,995.00	57%	1,496.25
71	Temporary Water Service	7.00	EA	351.75	2,462.25	4.00	1,407.00		1,407.00	57%	1,055.25
72	Remove Pipe End Section	3.00	EA	105.00	315.00	3.00	315.00		315.00	100%	-
73	Remove Storm Sewer Pipe	430.00	FT	8.40	3,612.00	313.00	2,629.20		2,629.20	73%	982.80
74	18" RCP Class 3, Furnish	1,209.00	FT	16.80	20,311.20	638.00	10,718.40		10,718.40	53%	9,592.80
75	18" RCP, Install	1,209.00	FT	23.10	27,927.90	638.00	14,737.80		14,737.80	53%	13,190.10
76	24" RCP Class 3, Furnish	1,651.00	FT	21.00	34,671.00	1,650.00	34,650.00		34,650.00	100%	21.00
77	24" RCP, Install	1,651.00	FT	23.10	38,138.10	1,650.00	38,115.00		38,115.00	100%	23.10
78	30" RCP Class 3, Furnish	33.00	FT	35.70	1,178.10	33.00	1,178.10		1,178.10	100%	-
79	30" RCP, Install	33.00	FT	31.50	1,039.50	33.00	1,039.50		1,039.50	100%	-
80	36" RCP Arch Class 3, Furnish	99.00	FT	101.85	10,083.15	99.00	10,083.15		10,083.15	100%	-
81	36" RCP Arch, Install	99.00	FT	50.40	4,989.60	99.00	4,989.60		4,989.60	100%	-

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner: City of Hartford
Engineer: Stockwell Engineers, Inc.
Contractor: Soukup Construction, Inc.
Project: VandeMark Avenue Street Improvements - Highway 38 to City Limits
Contract: Prime

Owner's Project No.: _____
Engineer's Project No.: 17038
Contractor's Project No.: _____

Application No.: Three **Application Period:** **From** 05/25/19 **to** 07/05/19 **Application Date:** 07/09/19

A Bid Item No.	B Description	C Item Quantity	D Units	E Unit Price (\$)	F Value of Bid Item (C X E) (\$)	G Work Completed		I Materials Currently Stored (not in G) (\$)	J Work Completed and Materials Stored to Date (H + I) (\$)	K % of Value of Item (I / F) (%)	L Balance to Finish (F - J) (\$)
						Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)				
82	18" RCP Bend, Furnish	1.00	EA	257.25	257.25		-		-	0%	257.25
83	18" RCP Bend, Install	1.00	EA	168.00	168.00		-		-	0%	168.00
84	30" RCP Flared End, Furnish	1.00	EA	331.00	331.00	1.00	331.00		331.00	100%	-
85	30" RCP Flared End, Install	1.00	EA	263.00	263.00	1.00	263.00		263.00	100%	-
86	36" RCP Arch Flared End, Furnish	1.00	EA	657.00	657.00	1.00	657.00		657.00	100%	-
87	36" RCP Arch Flared End, Install	1.00	EA	315.00	315.00	1.00	315.00		315.00	100%	-
88	Class M6 Concrete	47.01	CY	787.50	37,020.38	6.28	4,945.50		4,945.50	13%	32,074.88
89	Reinforcing Steel	2,388.00	LB	1.73	4,131.24	269.00	465.37		465.37	11%	3,665.87
90	Type B Frame and Grate Assembly	8.00	EA	645.75	5,166.00		-		-	0%	5,166.00
91	Junction Box Frame & Cover	8.00	EA	446.25	3,570.00		-		-	0%	3,570.00
92	Special Frame & Cover Assembly	4.00	EA	567.00	2,268.00		-		-	0%	2,268.00
93	6" PVC Cap	3.00	EA	11.00	33.00		-		-	0%	33.00
94	6" PVC SDR 35 Storm Sewer	564.00	FT	15.75	8,883.00		-		-	0%	8,883.00
95	Sump Pump Manhole	3.00	EA	920.00	2,760.00		-		-	0%	2,760.00
96	Sump Pump Collection Service	4.00	EA	174.00	696.00		-		-	0%	696.00
97	Geotextile Fabric For Subgrade Stabilization	10,127.00	SY	1.88	19,038.76	3,200.00	6,016.00		6,016.00	32%	13,022.76
98	Aggregate Base Course	7,945.00	TON	13.70	108,846.50	2,848.16	39,019.79		39,019.79	36%	69,826.71
99	Gravel Surfacing	1,295.00	TON	13.70	17,741.50		-		-	0%	17,741.50
100	Concrete Curb and Gutter, Type SF66	3,854.00	FT	13.80	53,185.20	1,325.00	18,285.00		18,285.00	34%	34,900.20
101	6" PCC Fillet Section	204.00	SY	74.50	15,198.00		-		-	0%	15,198.00
102	Concrete Valley Gutter, 6" Thick	118.00	SY	74.50	8,791.00		-		-	0%	8,791.00
103	Asphalt Concrete Composite, PG58-34	2,490.00	Ton	79.65	198,328.50		-		-	0%	198,328.50
104	Adjust Manhole	16.00	EA	315.00	5,040.00		-		-	0%	5,040.00
105	Valve Box Adjustment	14.00	EA	136.50	1,911.00		-		-	0%	1,911.00
106	6" PCC Approach/Driveway Pavement	878.00	SY	52.50	46,095.00		-		-	0%	46,095.00
107	4" Concrete Sidewalk	11,221.00	SF	5.61	62,949.81		-		-	0%	62,949.81
108	6" Concrete Sidewalk	2,930.00	SF	6.40	18,752.00		-		-	0%	18,752.00
109	Detectable Warning Panels	212.00	SF	52.50	11,130.00		-		-	0%	11,130.00
110	6" Accessible Curb Ramp Sidewalk	1,839.00	SF	8.66	15,925.74		-		-	0%	15,925.74
111	Reset Mailbox	7.00	EA	165.00	1,155.00		-		-	0%	1,155.00
112	Special Right-Of-Way Fence	100.00	FT	18.70	1,870.00		-		-	0%	1,870.00
113	Retaining Wall SDDOT Type C	422.00	SF	89.25	37,663.50		-		-	0%	37,663.50
Original Contract Totals					\$ 1,199,999.00		\$ 387,073.29	\$ -	\$ 387,073.29	32%	\$ 812,925.71

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner: City of Hartford
Engineer: Stockwell Engineers, Inc.
Contractor: Soukup Construction, Inc.
Project: VandeMark Avenue Street Improvements - Highway 38 to City Limits
Contract: Prime

Owner's Project No.: _____
Engineer's Project No.: 17038
Contractor's Project No.: _____

Application No.: Three **Application Period:** From 05/25/19 to 07/05/19 **Application Date:** 07/09/19

A	B	C	D	E	F	G	H	I	J	K	L
Bid Item No.	Description	Contract Information				Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (I / F) (%)	Balance to Finish (F - J) (\$)
		Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)				
Change Orders											
					-		-		-		-
					-		-		-		-
					-		-		-		-
					-		-		-		-
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					-		-		-		-
Change Order Totals					\$ -		\$ -	\$ -	\$ -		\$ -
Original Contract and Change Orders											
Project Totals					\$ 1,199,999.00		\$ 387,073.29	\$ -	\$ 387,073.29	32%	\$ 812,925.71

City of Hartford Construction Change Order No. 1

Original Contract Amount:	\$ 1,199,999.00	Project Name:	VandeMark Avenue Street Improvements Highway 38 to City Limits			
Net Change by Previous CCOs:	\$ -					
Increase/Decrease this CCO:	\$ 44,656.68	Contractor Name:	Soukup Construction, Inc.			
Current Contract Amount:	\$ 1,244,655.68	SEI No.:	17038			

All CCO's must comply with South Dakota Codified Law 5-18B-19. To view the law in its entirety: <http://legis.state.sd.us/statutes/index.aspx>.

The following change in plans and/or specifications for the subject project is hereby made. Attach supporting documents as required.

Line Item(s) or RFP #	Description of Proposed Work	Justification	Cost
1	RFP #2 Additional Water Main Components (Subject 1)	See RFP #2	\$ 15,249.75
2	RFP #2 Additional Sanitary Sewer Manhole Barrel Adjustment (Subject 2)	See RFP #2	\$ 660.00
3	RFP #3 Subgrade Stabilization	See RFP #3	\$ 21,805.00
4	RFP #4 Storm Swer Plan Revisions & Additional Catch Basin	See RFP #4	\$ 6,941.93
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			

See Attachment for Quantities and/or Justifications: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Net Increase/Decrease this Change Order:	\$ 44,656.68
--------------------------------------------------------------------------------------------------------------------------	------------------------------------------	--------------

Original Completion Date:	Substantial: 8/30/19 Final: 14 calendar days	Net Time Change of Previous CCO's:	None	Time Change Due On This Change Order:	Force account	Revised Contract Completion Date:	Substantial: 8/30/19 Final: 14 calendar days
Time Extension Justification:	Extension administered by force account.						

The changes contained in this Construction Change Order are made in accordance with the provisions of the contract for subject project, and when accepted by the Contractor and upon approval by the City of Hartford, shall become part of said contract.

	Date	Signature
Architect/Engineer Recommendation	7.12.19	
Contractor Acceptance	7/11/19	
Mayor Approval		



REQUEST FOR PROPOSAL (RFP)

RFP # 02

DATE: June 10, 2019

TO: Matt Weiss
Soukup Construction, Inc.
P.O. Box 89106
Sioux Falls, SD 57109

FROM: Mitch Mergen, PE
Stockwell Engineers, Inc.
801 N Phillips Ave, Suite 100
Sioux Falls, SD 57104

RE: Vandemark Avenue
Street Improvements
Hartford, SD
SEI No. 17038

You are hereby requested to provide a proposal for changes to the work as described below. This request is for information only and is not an instruction either to stop work in progress or to execute the proposed change. Review the proposal and provide pricing and adjustments to contract time where requested. Quantities provided are estimated. All work shall meet the specifications of the current contract unless otherwise indicated.

Subject No. 1: **Additional Water Main Components**

Water services that were unknown at the time of bidding were discovered within the contractor's work limits and need to be reconnected to the new water main. Existing fire hydrants on the project were also found to be corroded and in need of replacement. Items listed below are for the three 1.5" water services that serve Whispering Pines Apartments (307 E 9th Street), Dollar General (300 E Hwy 38), and an empty lot along Hwy 38 and to replace the corroded hydrants & fittings at the request of the owner.

Item No.	Description	Quantity	Unit Price	Total
52	6" MJ GATE VALVE WITH BOX	3 EA	\$1,025.00	\$3,075.00
63	FIRE HYDRANT	3 EA	\$3,218.25	\$9,654.75
NEW	1.5" WATER SERVICE	60 FT		
NEW	RECONNECT WATER SERVICE (1.5")	3 EA	\$840.00	\$2,520.00
Total				15,249.75

Subject No. 2: **Additional Sanitary Sewer Manhole Barrel Adjustment**

The existing concrete barrel section of the existing sanitary sewer manhole located at Sta 21+70-17-Rt was discovered to be corroded and in need of replacement. Items listed below are to replace and adjust the manhole structure.

Item No.	Description	Quantity	Unit Price	Total
41	SANITARY SEWER MANHOLE BARREL ADJUSTMENT	1 EA	\$660.00	\$660.00
			Total	\$660.00

Total change in contract sum, or state "none" here: \$ _____

Change in contract time shall be administered by force account.

SOUKUP CONSTRUCTION, INC.



Matt Weiss
Project Manager



REQUEST FOR PROPOSAL (RFP)

RFP # 03

DATE: July 10, 2019

TO: Matt Weiss
Soukup Construction, Inc.
P.O. Box 89106
Sioux Falls, SD 57109

FROM: Mitch Mergen, PE
Stockwell Engineers, Inc.
801 N Phillips Ave, Suite 100
Sioux Falls, SD 57104

RE: Vandemark Avenue
Street Improvements
Hartford, SD
SEI No. 17038

You are hereby requested to provide a proposal for changes to the work as described below. This request is for information only and is not an instruction either to stop work in progress or to execute the proposed change. Review the proposal and provide pricing and adjustments to contract time where requested. Quantities provided are estimated. All work shall meet the specifications of the current contract unless otherwise indicated.

Subject No. 1: **Subgrade Stabilization**

The subgrade from Sta 10+25 to Sta 16+00 is unstable and not suitable for load transfer. The area needs to be over excavated and replaced with suitable material. The items listed below include the work necessary to over excavate areas that are unstable, 12 inches deep and replace with an engineered fill. No separate payment will be made for excavation.

Item No.	Description	Quantity	Unit Price	Total
New	Surge Rock	890 TON	\$24.50	\$ 21,805.00
			Total	\$ 21,805.00

Change in contract time shall be administered by force account.

SOUKUP CONSTRUCTION, INC.


Matt Weiss
Project Manager



REQUEST FOR PROPOSAL (RFP)

RFP # 04

DATE: July 11, 2019

TO: Matt Weiss
Soukup Construction, Inc.
P.O. Box 89106
Sioux Falls, SD 57109

FROM: Mitch Mergen, PE
Stockwell Engineers, Inc.
801 N Phillips Ave, Suite 100
Sioux Falls, SD 57104

RE: Vandemark Avenue
Street Improvements
Hartford, SD
SEI No. 17038

You are hereby requested to provide a proposal for changes to the work as described below. This request is for information only and is not an instruction either to stop work in progress or to execute the proposed change. Review the proposal and provide pricing and adjustments to contract time where requested. Quantities provided are estimated. All work shall meet the specifications of the current contract unless otherwise indicated.

Subject No. 1: Storm Sewer Plan Revisions and Additional Catch Basin

This item includes upsizing the storm sewer stub out at sta 213+90 and relocating it to sta 214+75. The water main at this crossing was discovered to be shallow and in conflict with the storm sewer. The water main shall be adjusted below the storm sewer. Items listed below include the additional work as shown in the attached revised Sheet I-3.05.

Table with 5 columns: Item No., Description, Quantity, Unit Price, Total. Rows include items like 'Remove Water Main', '8" MJ Bend', '8" C900 DR18 PVC Water Main', etc., with a total of \$6,941.93.

Change in contract time shall be administered by force account

SOUKUP CONSTRUCTION, INC.



Matt Weiss
Project Manager

17038 - 10.00 - Storm Sewer

LEGEND

-  - STORM SEWER
-  - BEND
-  - JUNCTION BOX
-  - INLETS
-  - SLOPED/SAFETY END SECTION



0 10 20 40



STOCKWELL
 STOCKWELL ENGINEERS, INC.
 801 N. PHILLIPS AVE., SUITE 100
 SIOUX FALLS, SD 57104
 PH: 605.338.6668
 FAX: 605.338.8750



HARTFORD
 SOUTH DAKOTA. ON THE EDGE OF EVERYTHING.

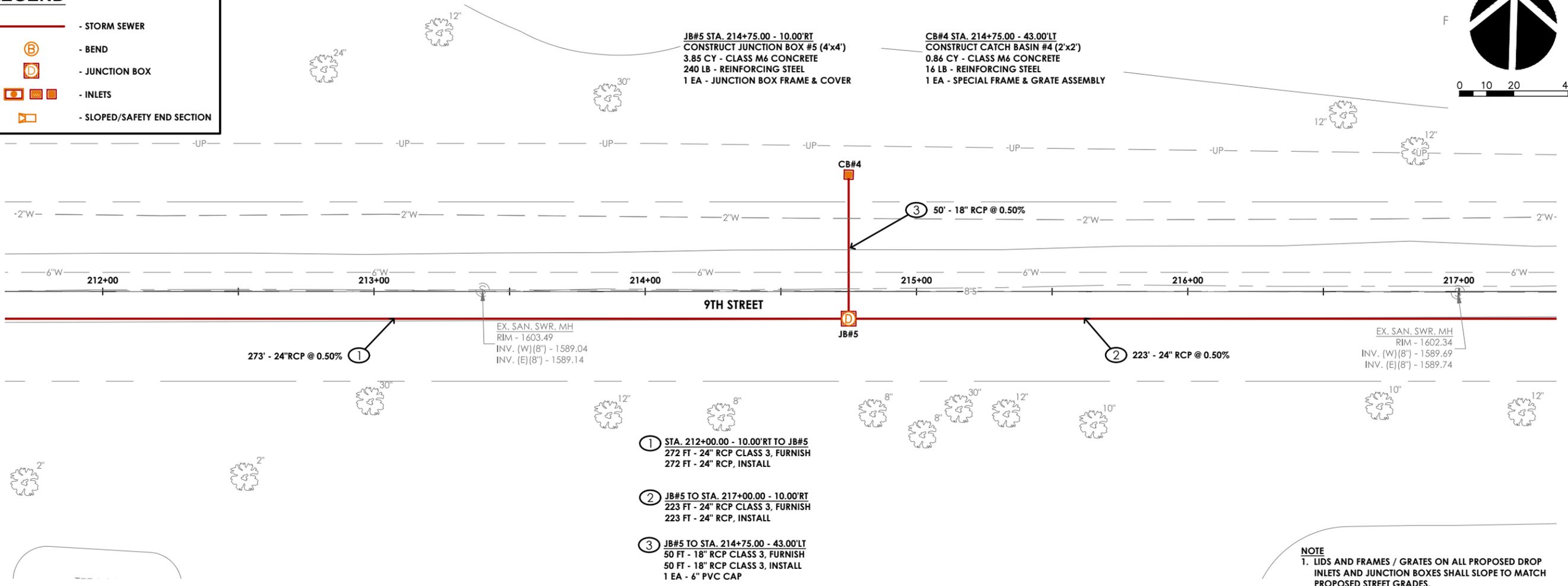
VANDEMARK AVE STREET IMPROVEMENTS
 HWY 38 TO CITY LIMITS
 HARTFORD, SOUTH DAKOTA
 SEE PROJECT #: 17038



REGISTERED PROFESSIONAL ENGINEER
 REG. NO. 9237
 MITCHELL M. MERGEM
 SOUTH DAKOTA

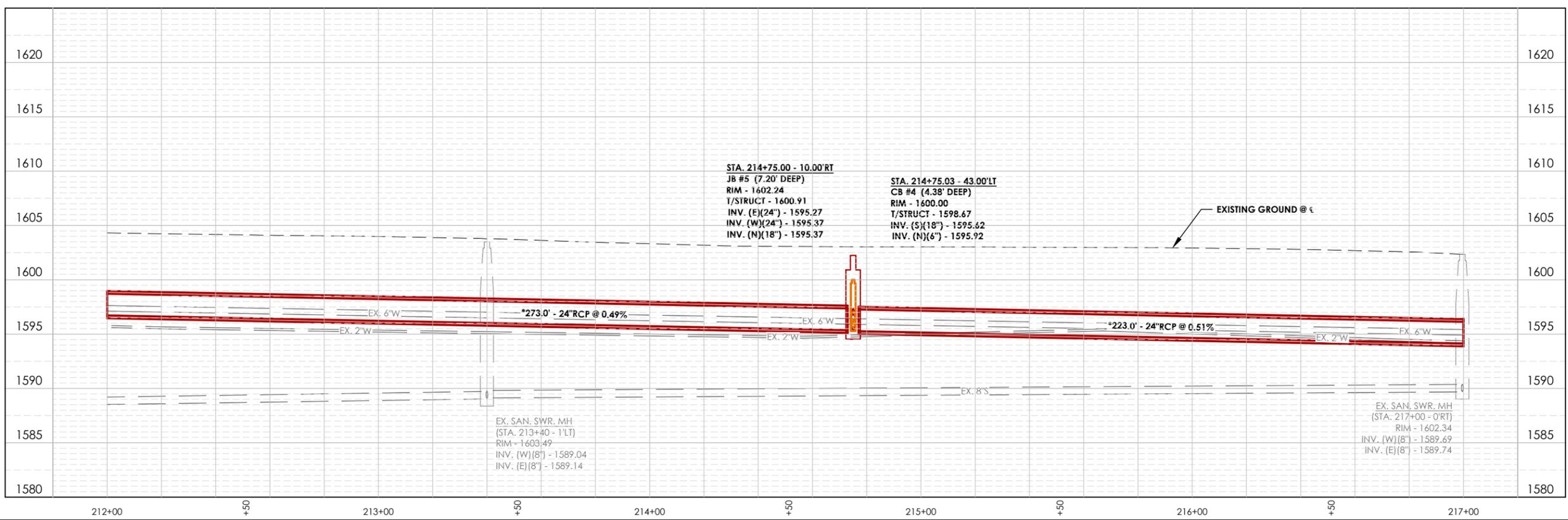
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CONSTRUCTION SET
 5/21/19
 STORM SEWER PLAN

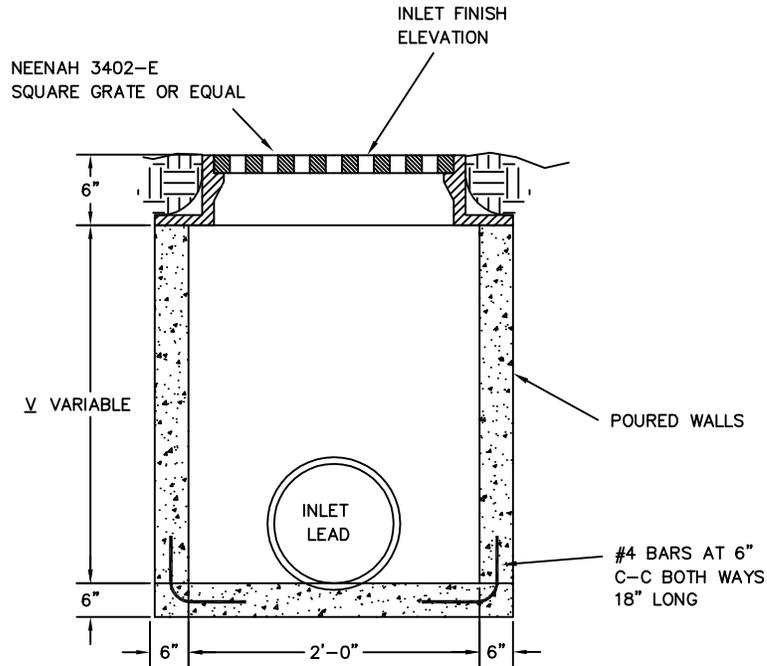
I-3.05



- ① STA. 212+00.00 - 10.00'RT TO JB#5
 272 FT - 24" RCP CLASS 3, FURNISH
 272 FT - 24" RCP, INSTALL
- ② JB#5 TO STA. 217+00.00 - 10.00'RT
 223 FT - 24" RCP CLASS 3, FURNISH
 223 FT - 24" RCP, INSTALL
- ③ JB#5 TO STA. 214+75.00 - 43.00'LT
 50 FT - 18" RCP CLASS 3, FURNISH
 50 FT - 18" RCP CLASS 3, INSTALL
 1 EA - 6" PVC CAP

NOTE
 1. LIDS AND FRAMES / GRATES ON ALL PROPOSED DROP INLETS AND JUNCTION BOXES SHALL SLOPE TO MATCH PROPOSED STREET GRADES.





ESTIMATED QUANTITIES

ITEM	UNIT	CONSTANT	VARIABLE
* CLASS M6 CONCRETE	CUYDS	0.17	0.19V
REINFORCEMENT-CONC. MASONRY	LBS	16	---

* CONSTANT SHALL BE REDUCED FOR THE APPROPRIATE PIPE OR COMBINATION OF PIPES, THUS; 12" DIA.=0.03 C.Y., 15" DIA.=0.04 C.Y., 18" DIA.=0.05 C.Y.

REVISED: DECEMBER 1995

SPECIFICATION
REFERENCE
NO.
460



CITY OF SIOUX FALLS
ENGINEERING DIVISION
2' X 2' CATCH BASIN
WITH SURFACE DRAIN

PLATE
NUMBER
460.08

City of Hartford Construction Change Order No. 2

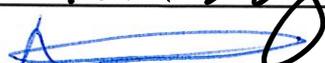
Original Contract Amount:	\$ 1,199,999.00	Project Name:	VandeMark Avenue Street Improvements Highway 38 to City Limits			
Net Change by Previous CCOs:	\$ 44,656.68	Contractor Name:	Soukup Construction, Inc.			
Increase/Decrease this CCO:	\$ 64,852.00	SEI No.:	17038			
Current Contract Amount:	\$ 1,309,507.68					

All CCO's must comply with South Dakota Codified Law 5-18B-19. To view the law in its entirety: <http://legis.state.sd.us/statutes/index.aspx>.
The following change in plans and/or specifications for the subject project is hereby made. Attach supporting documents as required.

Line Item(s) or RFP #	Description of Proposed Work	Justification	Cost
1	RFP#1 9th Street Stabilization	See RFP #1	\$ 64,852.00
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
See Attachment for Quantities and/or Justifications: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			Net Increase/Decrease this Change Order: \$ 64,852.00

Original Completion Date:	Substantial: 8/30/19 Final: 14 calendar days	Net Time Change of Previous CCO's:	None	Time Change Due On This Change Order:	21 calendar days	Revised Contract Completion Date:	Substantial: 9/20/19 Final: 14 calendar days
Time Extension Justification:	See RFP #1						

The changes contained in this Construction Change Order are made in accordance with the provisions of the contract for subject project, and when accepted by the Contractor and upon approval by the City of Hartford, shall become part of said contract.

	Date	Signature
Architect/Engineer Recommendation	7.12.19	
Contractor Acceptance	7/11/19	
Mayor Approval		

REQUEST FOR PROPOSAL (RFP)



RFP # 01

DATE: June 10, 2019

TO: Matt Weiss
Soukup Construction, Inc.
P.O. Box 89106
Sioux Falls, SD 57109

FROM: Mitch Mergen, PE
Stockwell Engineers, Inc.
801 N Phillips Ave, Suite 100
Sioux Falls, SD 57104

RE: Vandemark Avenue
Street Improvements
Hartford, SD
SEI No. 17038

You are hereby requested to provide a proposal for changes to the work as described below. This request is for information only and is not an instruction either to stop work in progress or to execute the proposed change. Review the proposal and provide pricing and adjustments to contract time where requested. Quantities provided are estimated. All work shall meet the specifications of the current contract unless otherwise indicated.

Subject No. 1: **9th Street Stabilization**

The Owner is requesting information to regrade and stabilize 9th Street from Vandemark Ave to Par Tee Drive. This portion of 9th Street was unstable and in poor condition this spring. Work includes the items listed below to scarify, recompact and replace the gravel surfacing.

Item No.	Description	Quantity	Unit Price	Total
36	Unclassified Excavation	1510 CY	\$ 9.40	\$ 14,194.00
38	Scarify & Recompact Subgrade	6810 SY	\$ 0.80	\$ 5,448.00
99	Gravel Surfacing	3300 Ton	\$ 13.70	\$ 45,210.00
Total				\$ 64,852.00

Total change in contract sum, or state "none" here: \$ 64,852.00

Total change in contract time, or state "none" here: 15 Working Days

SOUKUP CONSTRUCTION, INC.

Matt Weiss
Project Manager

TRANSMITTAL



Teresa Sidel
City of Hartford
125 North Main Ave
Hartford, SD 57033

Date: July 12, 2019
Project No. 17295
Re: Swenson Park Grading – Ph 2
Hartford, SD

Quantity:	Description:
3	Pay Application #5

Teresa,

Please find enclosed copies of pay applications for the project. Below is a brief description of each item and our recommendations. Please distribute items that are approved to the contractor and our office.

Pay Application #5:

The pay application is for work completed to date. The contractor still needs to seed the ditches and will do so once the site is able to dry out. We recommend payment in the amount shown.

Respectfully Submitted:


Mitch Mergen, PE
Engineer of Record

CITY OF HARTFORD
APPLICATION AND RECOMMENDATION FOR PAYMENT
 Prepared by Stockwell Engineers

Contract for: Swenson Park
 2018 Grading Project
 Hartford, SD

Dated: July 8, 2019

Application No. 5

For work accomplished through the date of: June 21, 2019

Contractor: RMS Drainage & Excavation
 P.O. Box 188
 Tea, SD 57064

This application meets the requirements of the Contract Documents.

In accordance with the contract, the undersigned recommends payment to the Contractor of the amount due as shown below.

Engineer: STOCKWELL ENGINEERS, INC.

Dated: 7.12.19

By: 

Contractor's Certification

The undersigned Contractor certifies that (1) all previous progress payments received from the Owner on account of work done under the Contract referred to above have been applied to discharge in full all obligations of Contractor incurred in connection with work covered by prior Applications and Recommendations for Payment numbered 1 through 4, inclusive; and (2) title to all materials and equipment incorporated in said work or otherwise listed in or covered by this Application will pass to Owner at time of payment free and clear of all liens, claims, security interests and encumbrances (except such as covered by Bond acceptable to Owner).

Contractor: RMS DRAINAGE & EXCAVATION

Dated: 7-9-2019

By: 

Original Contract Price	\$544,137.67	Amount Due to Date	\$543,197.65
Net Change Orders (No. 1 through 1)	\$1,560.00	Less Previous Payments	\$450,987.52
Current Contract Price	\$545,697.67	Less Retainage (2%)	\$10,863.95
		Amount Due this Application	\$81,346.18

This department concurs with this application for payment.

Owner: CITY OF HARTFORD, SOUTH DAKOTA

Dated: _____

By: _____

CITY OF HARTFORD
APPLICATION FOR PAYMENT DETAIL SHEET

Prepared by Stockwell Engineers, Inc.

Contract for: Swenson Park
 2018 Grading Project
 Hartford, SD

Application Date:
 July 8, 2019

Application Period:
 From: October 27, 2018
 To: June 21, 2019

SEI No. 17295

Contractor: RMS Drainage & Excavation

By: _____

Engineer: Stockwell Engineers, Inc.

By: _____

Application No. 5

ITEM NO.	DESCRIPTION	PLAN UNITS	UNIT QUANTITY	UNIT PRICE	TOTAL TO DATE		PAST APPLICATION		THIS APPLICATION		REMARKS
					QUANTITY	EARNED	QUANTITY	PRICE	QUANTITY	PRICE	
Base Bid											
1	Mobilization	LS	1	\$29,300.00	1	\$29,300.00	1	\$29,300.00	0	\$0.00	
2	Traffic Control, Miscellaneous	LS	1	\$2,000.00	1	\$2,000.00	1	\$2,000.00	0	\$0.00	
3	Clearing	LS	1	\$750.00	1	\$750.00	1	\$750.00	0	\$0.00	
4	Crushed Concrete	Ton	100	\$21.43	100	\$2,143.00	100	\$2,143.00	0	\$0.00	
5	Manhole Construction Plate Marker	Each	2	\$200.00	2	\$400.00	2	\$400.00	0	\$0.00	
6	Concrete Washout Facility	Each	1	\$250.00	1	\$250.00	1	\$250.00	0	\$0.00	
7	Vehicle Tracking Control	Each	1	\$400.00	1	\$400.00	1	\$400.00	0	\$0.00	
8	Sediment Basin Horseshoe Filter	Each	3	\$2,700.00	3	\$8,100.00	3	\$8,100.00	0	\$0.00	
9	Silt Fence	Ft	1180	\$3.28	1180	\$3,870.40	1180	\$3,870.40	0	\$0.00	
10	12" Sediment Control Wattle	Ft	925	\$3.28	925	\$3,034.00		\$0.00	925	\$3,034.00	
11	Rip Rap, Class B	Ton	75	\$44.90	75	\$3,367.50	75	\$3,367.50	0	\$0.00	
12	Permanent Seed Mix #1	Lb	12408	\$4.43	12408	\$54,967.44	450	\$1,993.50	11958	\$52,973.94	
13	Permanent Seed Mix #2	Lb	129	\$19.38		\$0.00		\$0.00	0	\$0.00	
14	Cover Crop Mix	Lb	51	\$3.11	51	\$158.61		\$0.00	51	\$158.61	
15	Fertilizer	Lb	12062	\$0.60	12062	\$7,237.20		\$0.00	12062	\$7,237.20	
16	Mulch	Ton	72.9	\$202.00	72.9	\$14,725.80	47.8	\$9,655.60	25.1	\$5,070.20	
17	Salvage Topsoil	CuYd	38855	\$1.86	38855	\$72,270.30	38855	\$72,270.30	0	\$0.00	
18	Placing Salvaged Topsoil	CuYd	29141	\$2.14	29141	\$62,361.74	29141	\$62,361.74	0	\$0.00	
19	Unclassified Excavation	CuYd	97845	\$1.80	97845	\$176,121.00	97845	\$176,121.00	0	\$0.00	
20	Fine Grading Field	SqYd	45973	\$0.42	45973	\$19,308.66	45973	\$19,308.66	0	\$0.00	
21	Remove Storm Sewer Pipe	Ft	28	\$20.00	28	\$560.00	28	\$560.00	0	\$0.00	
22	18" RCP, Class 3	Ft	760	\$43.12	760	\$32,771.20	760	\$32,771.20	0	\$0.00	
23	18" RCP, Flared End	Each	10	\$550.00	10	\$5,500.00	10	\$5,500.00	0	\$0.00	
24	Class M6 Concrete	CuYd	5.75	\$955.00	5.75	\$5,491.25	5.75	\$5,491.25	0	\$0.00	
25	Reinforcing Steel	Lb	443	\$1.93	443	\$854.99	443	\$854.99	0	\$0.00	
26	Junction Box Frame & Cover	Each	2	\$470.00	2	\$940.00	2	\$940.00	0	\$0.00	
27	Adjust Junction Box	Each	2	\$200.00	2	\$400.00	2	\$400.00	0	\$0.00	

Alternate #1

28	Vehicle Tracking Control	Each	1	\$400.00	1	\$400.00	1	\$400.00	0	\$0.00	
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ITEM NO.	DESCRIPTION	UNITS	PLAN QUANTITY	UNIT PRICE	TOTAL TO DATE		PAST APPLICATION		THIS APPLICATION		REMARKS
					QUANTITY	EARNED	QUANTITY	PRICE	QUANTITY	PRICE	
29	Inlet Protection	Each	2	\$87.35	2	\$174.70	2	\$174.70	0	\$0.00	
30	Silt Fence	Ft	1150	\$3.28	1150	\$3,772.00	1150	\$3,772.00	0	\$0.00	
31	Permanent Seed Mix #2	Lb	34	\$19.38	34	\$658.92	34	\$658.92	0	\$0.00	
32	Cover Crop Mix	Lb	14	\$3.11	14	\$43.54	14	\$43.54	0	\$0.00	
33	Fertilizer	Lb	532	\$0.60	532	\$319.20	532	\$319.20	0	\$0.00	
34	Mulch	Ton	2.7	\$202.00	2.7	\$545.40	2.7	\$545.40	0	\$0.00	
35	Salvage Topsoil	CuYd	1433	\$2.00	1433	\$2,866.00	1433	\$2,866.00	0	\$0.00	
36	Placing Salvaged Topsoil	CuYd	1075	\$2.32	1075	\$2,494.00	1075	\$2,494.00	0	\$0.00	
37	Haul & Place Borrow	CuYd	4720	\$4.89	4720	\$23,080.80	4720	\$23,080.80	0	\$0.00	
Change Order											
38	Remove Existing Structure & Debris	LS	1	\$1,560.00	1	\$1,560.00	1	\$1,560.00	0	\$0.00	CCO#1
TOTALS						\$543,197.65		\$474,723.70		\$68,473.95	

Maintenance Report – 7/16/2019

July 12, 2019

Streets

Equipment- All the equipment is running well at this time.

I-90 – No updates.

Slurry seal- The slurry seal project is still planned for the end of July or maybe the first of August. Highway Improvement applied the mastic today, just beating the rains. Crack sealing will be at a later date.

Replacement truck- We are still looking for the right pickup. I made a few more calls at the beginning of the week.

Gravel roads – We have been back dragging a few bad spots on gravel roads, we are trying not to disturb the mag water. It will be interesting to see how well it will hold up this year.

Roads – We have a few more places to patch. We will be working on these spots in a few weeks. Jesse had the sweeper out the beginning of the week.

Signage – All we have left for signage changeout is the speed limit signs on Railroad St. We will be able to change these next week. We also have a few new signs to put up.

Mosquitoes – The mosquito traps are out and we have been spraying as needed.

Jersey barrier- I have ordered the barriers thru Barco Products.

Traffic counter – I'm planning on putting the counters out on Mickelson today. If I can figure out how to print the information out, I will have Teresa include the numbers in the packet. If not, I will have the information on my laptop.

Water

Meters – We have been slowly changing out meters to the new system, and all new installations are the new system. We are limited to the number of change outs so we are changing out hard to read meters and any that we have repairs to do.

Reports – The quarterly reports are filled out and sent in.

Mains – We have been working with the contractors on the new water main projects. All of Site Works main has been tested and has passed.

Sewer

Main list station – Everything is working fine for now; Our flow is slowly coming down. The 4G update for the Mickelson Rd lift station has been installed, we are still waiting for the new radio for the main lift station.

Reports – I will start filling out the quarterly DMR reports next week. They are due by the 28th of July.

Lagoons – We will take some more samples after we have moved the water to pond #3. We are still Ok, but we would like to discharge again if possible.

Park

Parks – The rain and warm weather is keeping the parks personal busy. Neil has been spraying the parks for weeds as the weather has allowed.

Turtle Creek – Nothing new at this time. The last I heard was we are planning a meeting in August.

Pool – All good.

Bike Trail – We are still trying to get the ditches mowed.

Sports complex – We have a little dirt work and seeding to do after installing the score boards and having the back stops fixed. We will be getting to this in a few weeks as the summer games wrap up. If it dries up, we will get back to hauling fill in for a future building and driveway.

Public buildings- Nothing new at this time.

FINANCE OFFICER REPORT

July 16, 2019

Cash Report and Sales Tax Revenue: Following is a comparison of the 2018 and 2019 Cash Reports as well as the year to date Sales Tax Revenue as of June 30th.

	<u>June 30, 2018</u>	<u>June 30, 2019</u>	<u>Difference</u>
Total Cash	\$5,203,858.79	\$3,047,387.82	- \$2,156,470.97
General Fund	\$2,437,639.37	\$2,163,305.13	- \$274,334.24
1 st Penny	\$ 186,614.21	\$ 200,717.84	\$ 14,103.63
2 nd Penny	\$ 186,614.20	\$ 200,717.84	\$ 14,103.64
3 rd Penny	\$ 27,749.39	\$ 28,851.80	\$ 1,102.41

Committee Funds: Attached are the committee reports as of June 30, 2019.

Bike/Rec Trail Committee	\$10,006.95
Sports Complex Committee	\$134,589.64
Downtown Committee	\$203.78

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:

Ash Protective Services	2,889.00	Treatment of 17 Ash Trees
Bumblebee-Gibson, Inc.	10,760.76	Mag Water Application
Hartford Senior Center	900.00	Apr-June Library Rent
Highway Improvements, Inc.	20,085.75	Seal Coat Bike Trails
Michaels Fence & Supply Company	30,587.00	Sports Complex Fence Repairs
Minnehaha County Sheriff	14,557.74	2 nd Quarter Daytime Sheriff
RBS Sanitation, Inc.	1,101.54	Dumpster Service at Yard Waste Site
SD Dept of Transportation	4,949.97	Final payment on Phase 3 & 4 of Bike Trail
Travis Electric	5,260.00	Sports Complex Scoreboard Install

Pre-paid Bills:

Duininick, Inc.	12,423.65	Pay App #3 Vandemark Sewer – per CC 6/18/19
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Street Maintenance Fee Data: I am nearly complete compiling the data for the street maintenance fee spreadsheet. On Tues of next week, I will be going to the Register of Deeds office to gather information on the last few parcels that I still need.

Calendar of Events:

July 2019:

Sunday, 14 th	HASR Meeting @ Blue 42, 7pm
Tuesday, 16 th	City Council Meeting @ City Hall, 7pm
Thursday, 18 th	Coffee with the Cops @ Stomping Grounds, 7am
Friday, 19 th	HADF Meeting @ Stomping Grounds, 7:30am
Friday, 26 th	HADF Meeting @ Stomping Grounds, 7:30am
Tuesday, 30 th	Planning & Zoning Meeting @ City Hall, 7pm

Aug 2019:

Friday, 2 nd	HADF Meeting @ Stomping Grounds, 7:30am
Tuesday, 6 th	City Council Meeting @ City Hall, 7pm
Friday, 9 th	HADF Meeting @ Stomping Grounds, 7:30am
Sunday, 11 th	HASR Meeting @ Blue 42, 7pm
Monday, 12 th	Chamber Meeting @ Fire Station, 6:30pm
Tuesday, 13 th	Planning & Zoning Meeting @ City Hall, 7pm

Thursday, 15 th	Coffee with the Cops @ Stomping Grounds, 7am
Friday, 16 th	HADF Meeting @ Stomping Grounds, 7:30am
Tuesday, 20 th	City Council Meeting @ City Hall, 7pm
Friday, 23 rd	HADF Meeting @ Stomping Grounds, 7:30am
Tuesday, 27 th	Joint Council & Minnehaha Commission Meeting @ County Admin, 9am
Tuesday, 27 th	Planning & Zoning Meeting @ City Hall, 7pm
Tuesday, 27 th	Bike & Rec Meeting @ The Goat, 7:30pm
Friday, 30 th	HADF Meeting @ Stomping Grounds, 7:30am

Prepared by Karen Wilber

BIKE/REC TRAIL COMMITTEE FUNDS

(as of June 30, 2019)

Activity	Date	Revenue	Expenses	Balance
End of Year 2010 - Balance	12/31/2010	\$25,038.24	\$438.90	\$24,599.34
End of Year 2011 - Balance	12/31/2011	\$144,373.60	\$147,224.03	\$21,748.91
End of Year 2012 - Balance	12/31/2012	\$115,057.43	\$81,227.85	\$55,578.49
End of Year 2013 - Balance	12/31/2013	\$11,506.78	\$10,206.58	\$56,878.69
End of Year 2014 - Balance	12/31/2014	\$56.78	\$2,345.73	\$54,589.74
End of Year 2015 - Balance	12/31/2015	\$52.25	\$10,039.46	\$44,602.53
End of Year 2016 - Balance	12/31/2016	\$174.69	\$762.70	\$44,014.52
End of Year 2017 - Balance	12/31/2017	\$59.04	\$25,854.37	\$18,219.19
End of Year 2018 - Balance	12/31/2018	\$30,584.26	\$48,803.45	\$0.00
Year 2019				
Deposit (2019 Budget)	1/1/2019	\$10,000.00		\$10,000.00
Deposit (interest)	2/28/2019	\$1.33		\$10,001.33
Deposit (interest)	3/31/2019	\$1.41		\$10,002.74
Deposit (interest)	4/30/2019	\$1.40		\$10,004.14
Deposit (interest)	5/31/2019	\$1.46		\$10,005.60
Deposit (interest)	6/30/2019	\$1.35		\$10,006.95
TOTALS TO DATE for 2019		\$10,006.95	\$0.00	\$10,006.95

To date, the balance of Bike/Rec Trail fund is \$10,006.95

Summary of Expenses:	
Advertising	\$78.05
501c3	\$407.00
Filing Fees-Land	\$22.00
Filing Fees	\$98.00
Attorney's/Accountant's Fees	\$1,273.92
Supplies-Phase 1	\$93.43
Contractor-Phase 1	\$118,535.29
Engineer-Phase 1	\$23,023.44
Engineer-Hwy 38	\$45,777.95
Engineer-Phase 3/4	\$5,880.28
Engineer-Wetlands Phase 3/4	\$3,711.60
SD Dot - Hwy 38	\$1,801.98
Wetlands Bank-Hwy 38	\$41,000.00
Bricks	\$423.40
Building Supplies - Turtle Creek Shelter	\$1,022.15
SD Dot - Mike Franken	\$59,134.58
Tetonka	\$24,620.00

Sports Complex Committee Funds

(as of June 30, 2019)

Activity	Date	Revenue	Expenses	Balance
End of Year 2010 - Balance	12/31/2010	\$100,153.94	\$1,284.28	\$98,869.66
End of Year 2011 - Balance	12/31/2011	\$100,287.58	\$192,255.17	\$6,902.07
End of Year 2012 - Balance	12/31/2012	\$47,754.85	\$346,215.92	(\$291,559.00)
End of Year 2013 - Balance	12/31/2013	\$409,797.66	\$85,298.19	\$3,294,047.00
End of Year 2014 - Balance	12/31/2014	\$45,423.32	\$76,328.01	\$2,035.78
End of Year 2015 - Balance	12/31/2015	\$50,015.74	\$45,940.22	\$6,111.83
End of Year 2016 - Balance	12/31/2016	\$14,032.17	\$0.00	\$20,144.00
End of Year 2017 - Balance	12/31/2017	\$100,180.67	\$0.00	\$120,324.67
End of Year 2018 - Balance	12/31/2018	\$186.43	\$22,283.15	\$98,227.95
Year 2019				
Deposit (2019 Budget)	1/1/2019	\$50,000.00		\$148,227.95
Interest Deposit	1/31/2019	\$13.65		\$148,241.60
Deposit (Hartford Area Softball - scoreboard donation)	2/11/2019	\$800.00		\$149,041.60
Interest Deposit	2/28/2019	\$19.74		\$149,061.34
Interest Deposit	3/31/2019	\$21.02		\$149,082.36
Interest Deposit	4/30/2019	\$20.88		\$149,103.24
Daktronics, Inc. (2 scoreboards)	5/21/2019		\$11,367.52	\$137,735.72
Stockwell Engineers, Inc. (cost estimates)	5/21/2019		\$305.40	\$137,430.32
Interest Deposit	5/31/2019	\$21.79		\$137,452.11
Hartford Area Softball Assoc (field rent)	6/14/2019	\$320.00		\$137,772.11
Beaverbuilt, Inc. (scoreboard frames)	6/18/2019		\$3,126.00	\$134,646.11
Beaverbuilt, Inc. (telehandler rental for scoreboard install)	6/18/2019		\$75.00	\$134,571.11
Interest Deposit	6/30/2019	\$18.53		\$134,589.64
TOTALS		\$51,235.61	\$14,873.92	\$134,589.64

To date, the balance of Sports Complex funds is \$134,589.64

Summary of Expenses:	
501c3 Filing Fees	\$750.00
Attorney's/Accountant's Fees	\$608.42
Earnest Money	\$500.00
Land Purchase	\$150,000.00
Land Purchase-Closing Costs	\$444.00
Engineer-Wetlands	\$2,980.80
Loan Expenses	\$15,712.03
Advertising Fees	\$40.52
Engineer Fees	\$94,424.55
Construction Fees - Sitework	\$355,467.20
Soukup Construction - Overseeding	\$4,011.66
Supplies	\$907.33
D. Hauptman Co. - Soccer Goals	\$3,510.00
American Fence Company (fence 2 softball fields)	\$72,330.46
Water Line Expense	\$465.31
Ag-Lime	\$45,940.22
Electrical	\$8,248.80
Water Service Line	\$13,569.04
Daktronics, Inc (2 scoreboards)	\$11,367.52
Beaverbuilt, Inc (scoreboard frames)	\$3,126.00
Beaverbuilt, Inc (telehandler rental for scoreboard install)	\$75.00

DOWNTOWN COMMITTEE FUNDS

(as of June 30, 2019)

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
Year 2019				
Interest Deposit	1/31/2019	\$0.31		\$2,202.05
Interest Deposit	2/28/2019	\$0.29		\$2,202.34
Interest Deposit	3/31/2019	\$0.31		\$2,202.65
Interest Deposit	4/30/2019	\$0.31		\$2,202.96
Deposit (SF Area Community Foundation - mural donation)	5/15/2019	\$1,500.00		\$3,702.96
Interest Deposit	5/31/2019	\$0.32		\$3,703.28
Hartford Area Optimist Club (mural project)	6/18/2019		\$3,500.00	\$203.28
Interest Deposit	6/30/2019	\$0.50		\$203.78
TOTALS		\$1,502.04	\$3,500.00	\$203.78

To date, the balance of Downtown fund is \$203.78

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
Transfer to General Fund	\$9,000.00

Explanation of Agenda ItemsHearings, Applications, Resolutions & Ordinances:

- **Presentation of Resolution 2019-5:** As you know, on June 24, 2019, the Hartford Planning and Zoning Board and the Minnehaha Planning Board met jointly to approve the City's Comprehensive Plan. This was the first step in gaining joint jurisdiction. Resolution 2019-5 is being presented to the council as a recommendation from the Hartford Planning and Zoning Board to the Hartford City Council for adoption of the city's comprehensive plan for joint jurisdiction. No action is needed by the council on the resolution, but this is the P&Z Board's recommendation for approval of the city's comprehensive plan when you meet jointly with the County Commission on August 27th.

Visitors:

- **Laura Johnson:** Laura will be present to update the council on the 2019 Park Rec Program.
- **Leah Johnson:** Leah will be present to update the council on the 2019 Jamboree Event – additional information is provided in your packet.

Reports (Action Items):

- **Recreation Director:**
 - **Review of Community Education Program Proposal:** Enclosed in the packet is Nate's proposal on how the Community Education Program will work under the city's umbrella. He has given you specifics about each program and a summary of revenues & costs. Questions regarding his proposal can be directed towards the Recreation Director.
 - **Review Community Education Agreement between the City of Hartford & the West Central School District:** If the city council is comfortable with the Recreation Director's proposal for the Community Education Program and wish to proceed forward, this agreement between the city and school will need to be approved. There has been no change to the agreement since first presented last month and it's a joint agreement that basically states that the community education program will be administered and managed by the city, with the city having full control over the programs and the city receiving all the revenue generated and paying all the expenses incurred. The school has agreed to assist with promoting the programs and will allow the use of the facilities at no cost (but school activities will have priority). It's drafted as a one-year agreement that can be extend into a multi-year agreement if all is going well during this first year and both parties agree. The agreement can be cancelled by either party, but a 90-day written notice must be giving in order to communicate any changes to participants. I have sent this to Larry for review. One thing the council will need to consider if we take on this program, is that this will be an increase of time and duties for the Recreation Director so the council may want to discuss the director's role with the city since currently working on a limited hours schedule.
- **Chamber & Economic Development Director:**
 - **Approval to attend MACD Board of Directors Retreat:** Jesse serves on the Board of Director for Mid-America Chamber Executives for our Chamber of Commerce region. He is asking to attend the November Board Retreat on November 6-7, 2019 in Arnolds Park, IA. There is no registration cost, it would just be the hotel expense. Additional information is enclosed.
- **Engineer Report:**
 - **Pay Application #3 to Soukup Construction:** Enclosed in your packet is pay application #3 to Soukup Construction for the Vandemark Road Project. The amount due for this pay application is \$222,092.09, which covers completed items to date.
 - **Change Order #1 on the Vandemark Road Project:** This change order is for several fire hydrants and various water main fittings that were found to be corroded and needed replacement.

It is also for stabilizing the poor subgrade at the intersection of 9th street and the adjustment of a sewer crossing. All these items needed to be done for this project.

- **Change Order #2 on the Vandemark Project:** This change order would be for rebuilding and stabilizing 9th street from Vandemark to Par Tee Drive. The road condition is poor, and this would be a good time to rebuild it with this project. This isn't necessary for the project, but it will need to be done at some point and now would be a good time when a contractor is on site.
- **Pay Application #5 to RMS Drainage:** Enclosed in your packet is pay application to RMS Drainage for the Sports Complex Grading Project. The amount due is \$81,346.18 for work completed to date.

New Business:

- **Review Purchase Agreement between the City of Hartford and Richard Brower:** As mentioned to the council previously, Richard Brower is willing to sell his 6.54 acre tract of land that he owns along Highway 38 to the city for \$2,000 with the caveat that the city will pay associated costs and the back taxes (approximately \$1900). The purchase agreement in your packet reflects this agreement and was drafted by the Larry's office.
- **Review Proposed Ordinance Changes:** Over the last few months some issues have come up in the city and I am suggesting a few ordinance changes to help clarify things. These suggested changes are in your packet. We can discuss the suggestions and if the council would like to see any changes, I will draft an ordinance to be reviewed at our next meeting.
- **Set 2010 Budget Meeting Date:** We will need to set our 2020 budget planning meeting for some time in August. I would suggest maybe August 26th or 28th – please check your calendars. I have sent out request form to all entities and I plan to start working with staff so we can present the 2020 budget to you in August.

Non-Agenda Updates

Drainageway north of Sagehorn: I have talked to 4 property owners along N Sagehorn regarding the drainage area that adjoins their area. We had planned to put discussion of this again on the agenda for this meeting but after talking with the Mayor and Travis Kuehl (who is also talking with some of the property owners) we decided that it might be best to put this discussion on the August 6th agenda when our attorney is present and can help guide the council about any legal questions.

Joint Jurisdiction: Just another reminder that the City Council and the County Commission will meet jointly to approve the city's comprehensive plan in order to secure joint jurisdiction. This meeting will be:

August 27, 2019 at 9am – County Administration Building (2nd Floor)

We need to have a quorum present so please mark your calendars – I will make sure I remind you often. I have Jeremy Menning, Mark Monahan, Mark Brenneman, Travis Kuehl and Scott Nelson committed. Once approval is given for our comp plan, the city will begin working on the actual regulations for this joint jurisdiction area, we will then hold public meetings on the proposed regulations and then present the regulations to the county for final approval.

AED/CPR Training: Barb Thaler with the Hartford Rescue will be conducting an AED/CPR training for all office staff the evening of July 31st. Since city hall has an AED unit, we need to have this certification every 2 years and we are due for training again this year.

PURCHASE AGREEMENT

This Agreement is made and entered into by and between Richard Brower, hereinafter referred to as "Seller", and the City of Hartford, South Dakota hereinafter referred to as "Buyer", and for the terms and conditions set forth herein:

1. **Agreement:** Buyer agrees to purchase from Seller and Seller agrees to sell to Buyer, upon the terms and conditions hereinafter set forth, the real estate legally described as follows:

The Chicago, Northwestern Railroad Right of Way over and across the Northwest Quarter (NW1/4) of Section 25, Township 102, Range 51 west of the 5th P.M., Minnehaha County, South Dakota, Including Lot PE-1, Except Lot H1 contained therein.

2. **Consideration:** As consideration for the purchase, Buyer agrees to pay to Seller the sum of \$2,000.00, to be paid at closing.

3. **Taxes:** Buyer agrees to pay all the real estate taxes for the year 2018 due and payable in 2019 and for all prior years. The parties agree that the real estate taxes for 2019, due and payable in 2020, shall be paid by the Buyer.

4. **Contingencies:** This offer and purchase is contingent upon Minnehaha County foregoing the tax deed proceedings that have been started, or the County agreeing to convey the Tax Deed to the City of Hartford, if one has been obtained prior to closing.

5. **Fees:** The cost of the preparation of this agreement, the closing service fee, and the documents and fees necessary for the transfer of title shall be paid by the Buyer.

6. **Title:** The parties agree that an owner's policy of title insurance is not required to be provided. Upon final payment, Seller shall transfer good and marketable title in the property to Buyer by Warranty Deed. In determining the question of good and marketable title, it is understood that the following shall not be considered as defects rendering the title unmarketable, to-wit:

- a. Easements or right of way for road or for public or quasi-public use;
- b. Reservations and rights reserved to the Federal or State government in patents or grants governing said property;
- c. Rights and easements in favor of third parties established by reason of necessity;
- d. Building restrictions;
- e. Applicable zoning ordinances; or
- f. Easements and restrictions of record.

7. **Possession:** Buyer shall have possession of the real property on the closing date and be entitled to all rents and profits accruing after the closing date.

8. **Closing:** Closing shall occur on or before September 1, 2019. Closing shall take place at the office of Buyer's attorneys, Frieberg, Nelson & Ask, L.L.P., at 206 E 5th St, Canton, South Dakota, or at such other place as the parties mutually agree.

9. **Condition of Property:** Buyer understands that the property is being sold "as is" without any warranty as to its condition.

10. **Binding Effect:** The parties hereto agree that this agreement shall be binding upon themselves, their heirs, assigns, successors in interest and personal representatives.

11. **Applicable Law:** The parties hereto agree that this Agreement shall be construed and interpreted under the laws of the State of South Dakota.

This offer is made this _____ day of _____, 2019

CITY OF HARTFORD

By: _____
Its: Mayor
125 N. Main
Hartford, SD 57033

The offer is accepted this 8 day of July, 2019.


Richard Brower
46340 261st St
Hartford, SD 57033

Possible Ordinance Changes

1. Camping in the Park

The city's current policy has been to allow camping in the park for up to 3 days. This policy has been in effect since I've been with the city so at least since 2006. The city does not charge any fees for this and does not provide any services. Since this has been in effect, the city has placed closing hours on the park and have started closing the bathrooms at night.

Issues:

- The city has no facilities designed for camping
- We do not provide any electricity or restroom facilities now that we are closing the bathrooms at night
- We also have closing hours for the park, but this does not apply to campers (so this may be a way for people or kids to get around the closed hours)
- The city has received complaints in the past about campers in the park

Suggestion: We do not allow camping in the park since it is not setup as a campground w/facility.

2. Burning within city Limits

The city's current burning regulation does not allow open burning by the public unless it is done in a grill, fireplace or firepit that is screened. Our ordinance directly states that no garbage, waste, or refuse can be burned but it is not clear on hazardous materials.

Suggestion: Change ordinance to include no burning of hazardous materials (we may also want to add construction materials).

3. Emerald Ash Borer

Section 3.0103 of the city's ordinances addresses Diseased Vegetation. It specifically states that any trees, brush, wood or debris infected with Dutch Elm disease or other infestations or infectious disease can be declared a public nuisance by the City.

Suggestion: We specifically add Emerald Ash Borer to this ordinance.

4. Snow Removal

Section 6.0301 states that a property owner is responsible for keeping any abutting sidewalks free from snow and ice. We had an issue with this last year when we received a complaint from a citizen about a sidewalk not being shoveled wide enough. The property owner shoveled a path about a foot wide and argued that it met city ordinance since we don't specify how wide the sidewalk needs to be maintained (several homeowners do not shovel the entire width of their sidewalk). In order to clarify this and avoid future issues I think we should add wording to refer to the width that it needs to be shoveled. ADA compliance is 4 feet so this could be a good minimum.

Suggestion: Add wording that the snow and ice must be removed at a minimum of 4 feet wide.

5. Parking after Snowfall

Section 7.0402 states that if there is a forecast or actual snowfall of two inches or more then there is no parking on public streets until they have been plowed. In order to clarify snowfall (since we had a couple of blowing snow incidents this last winter that required plowing), I think we should change this the wording from snowfall to accumulation to help clarify that it doesn't need to be new snowfall.

Suggestion: Change wording in ordinance to state "a forecast of two inches or more or the actual accumulation of two inches for more"

Other possible changes in the future:

I am also looking into revising our ordinances to allow the fines for traffic violation to go to the city verses the state. I checked with Brandon as Deputy Ryan suggested, they stated that they do not do this, so I think I need to check with Sioux Falls and some other communities.

Bryan Voth has also suggested that we implement a "Rental Housing Permit" similar to Sioux Falls. This would require all owners of rental property to register with the city and state who is responsible for the rental and maintenance of these properties. To my understanding, if there is a code issue or violation with the rental property, the city can pull their renter license and they won't be able to rent anymore until corrected. Bryan thought this may be a way to get better compliance on rental property. I do need to check into this some more as well before I bring any suggestion to our council.

Lastly, Craig has noted that we should probably put some guidelines or limits for materials deposited into the city's wastewater system. He will work on putting together some information on this to be presented to the council at a future date as well.