

Hartford City Council Regular Meeting Agenda

Tuesday, October 3, 2023

7:00 p.m. at Hartford City Hall

Mayor Arden Jones

Ward 1: Mark Brenneman and Travis Kuehl

Ward 2: Shaun Boen and Chris Woslager

Ward 3: Cindy Matson and Jake Jass

Pledge of Allegiance

Business Items

- Roll Call of Mayor and City Council Members
- Additions to the Agenda/Approve Agenda
- Approve Minutes of Previous Meeting(s)
*Regular Meeting Minutes - 09/19/2023
- Approve Bills submitted for Payment (if any)

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

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

Hearings, Applications, Agreements, Resolutions & Ordinances

- 7:05 Hearing: Malt Beverage Application for Main Ave Casino, LLC
- Resolution 2023-22: SD Local Infrastructure Improvement Program (LIIP) Grant

Reports

- Minnehaha County Sheriff's Deputy Report - Deputy Kardas
- Chamber and Economic Development Director Report - Amy M. Farr
- City Engineer Report - ISG Inc.
- Public Works Superintendent Report - Craig Wagner
- Finance Officer Report - Karen Wilber
- City Administrator Report -Teresa Sidel

New Business

- Tax Abatement for Parcel #74121 - Due to Loss from Unavoidable Casualty
- Review/Approve Part-time Snow Removal Job Description and allow Advertisement

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

Adjournment

Next Regular City Council Meeting: Tuesday, October 17, 2023

Hartford City Council Meeting – Regular Meeting September 19, 2023

Mayor Arden Jones called the meeting to order at 7:00pm with the following city council members present: Chris Woslager, Cindy Matson, Jake Jass, and Shaun Boen. Mark Brenneman and Travis Kuehl were absent with notice. Also present were City Administrator Teresa Sidel, City Finance Officer Karen Wilber, Public Works Superintendent Craig Wagner, City Engineer Justin Heim, and 4 people from the public.

BUSINESS ITEMS:

- **Approve Agenda:** A motion was made by Jass, second by Boen to approve the agenda as set - all voted yes, motion carried.
- **Approval of the Minutes:**
 - A motion was made by Matson, second by Jass to approve the regular meeting minutes from September 5, 2023 – all voted yes, motion carried.
 - A motion was made by Boen, second by Woslager to approve the special meeting minutes from September 12, 2023 – all voted yes, motion carried
- **Approval of the Bills:** A motion was made by Jass, second by Matson to approve the bills submitted for payment – all voted yes, motion carried.

PUBLIC COMMENTS: None

VISITORS: Pool Manager Amy Sebert was present to provide an end-of-year pool report. There were five returning lifeguards along with five new ones this season. Two sessions of swimming lessons were held with good attendance at each. This season 579 passes were sold along with reservations for 31 pool parties. Ten trial sessions of an evening aerobics class was held with good attendance. Sebert thanked Barb Thaler who, once again, helped with drills for our lifeguards. Sebert also thanked her pool staff for all their hard work and the Council and City Staff for their support throughout the season.

ORDINANCES, RESOLUTIONS, APPLICATIONS, AGREEMENTS AND HEARINGS:

- **Resolution 2023-21 Annexation of Parcel #78591:** The Turtle Creek Highlands development was originally annexed into the City in 2013. When that annexation was done, the legal address provided by the developer's engineers excluded a small section of this property, known as Parcel #78591. To correct this, Turtle Creek Highlands, Inc. has submitted an annexation petition to the City to annex this parcel. Resolution 2023-21, which will allow for annexation of parcel #78591, was presented. A motion was made by Matson, second by Boen to approve Resolution 2023-21 Annexation of Parcel #78591 – all voted yes, motion carried.
- **2nd Reading of Ordinance #747 – 2024 Budget Ordinance:** Ordinance #747 outlines and sets the 2024 budget that was voted on by the Council at the September 5, 2023 budget meeting. A motion was made by Matson, second by Woslager to approve 2nd reading of Ordinance #747 - 2024 Appropriations – all voted yes, motion carried.
- **Special Event Permit – WC Homecoming Parade:** Amy Lupkes was present on behalf of the WC School District. The school is requesting to hold the homecoming parade on Sept 29th 2:30pm to 3:30pm. The parade would line up on Railroad St south of the school, proceeding west on Railroad St to S Main Ave to the start of the parade route. The parade would go north on Main Ave turning east on 2nd St ending at the Middle School parking lot. A motion was made by Boen, second by Jass to approve the special event permit for the WC Homecoming Parade – all voted yes, motion carried. Lupkes also asked the Council if the senior class could decorate a section of Main Ave with chalk the Thursday evening before the parade. The consensus of the Council is to allow this. Wagner will coordinate the closure of the area.

REPORTS:

- **Fire Department Report:** HAFR's monthly report was provided. For the month of Aug there was a total of 30 calls with 10 in city limits. Also provided was an update on the various trainings held during the month. There will be fire prevention activities held at the schools the week of Oct 9th.
- **Chamber & Economic Development Report:** CEDD Amy Farr was not present. Her report was provided. Chamber Gratitude Day 2023 was held Sept 19th. A ribbon cutting for Black Tie Components is scheduled for Sept 27th. Planning continues on upcoming events: Trunk-or-Treat to be held Oct 29th; Hometown Christmas Breakfast to be held Dec 3rd; and the 2024 Burger Battle and Annual Banquet. A ground breaking for the City's new WWTF was held on Sept 18th. Farr will attend the SMGA Grow Smarter Conference on Sept 21st.
- **Engineer Report:** Justin Heim reported the following:
 - Engineers are reviewing the following: a plat in South Addition; drainage concerns at site northwest of Mickelson Rd/Western Ave; and the testing of Maple Pass sanitary sewer.

- There are a few remaining punch list items to be done yet on the 6th St/Mundt Ave project. The contractor is planning on reseeding areas this fall.
- Earthwork and site grading has started at the WWTF site. Signage for the project will be placed along I-90 and Hwy 38. The groundbreaking held on Monday was well attended.
- Plans for the Hwy 38 Water Loop Project have been submitted to SD DANR for review. Once approved, the project will be let for bid. Construction is scheduled to start in early 2024.
- Engineers continue to work on design plans for the Western Ave Improvement Project. A meeting was held with City staff, City engineers and SD DOT officials to discuss project bidding and schedule. This project is scheduled to be bid in Apr 2024, in conjunction with the SD DOT I-90 bridge project.
- **Public Works Report:** Public Works Superintendent Wagner provided his report.
 - Streets – Staff will be patching a few streets and repairing curbs yet this fall. Staff will work on gravel roads in the coming weeks to prep for the fall mag water application. There are plans to landscape around the newly installed welcome signs. DHI has asked if it would be possible to have one of the City’s plow trucks available to be painted at the last downtown market of the season. The consensus of the Council is to allow this.
 - Water – Next reporting due Oct 10th. All lead/copper water samples have been collected from residents and sent in. Staff will be compiling lead service line information for the State as time allows.
 - Sewer – DMR reports due in Sept have been sent. Lagoons are working well at this time.
 - Park – The dugout being rebuilt on Field C will be done this week.
 - Pool – Staff has completed the winterizing of the pool.
 - Sports Complex – Watering of the fields continues as needed.
 - Public Buildings – A1 Electric & Plumbing has the AC installed. They continue to work on the venting and gas line for the furnace. Staff will be fixing the floor where the old furnace was.
- **Finance Officer Report:** City Finance Officer Wilber’s provided her report. Items included cash balances, sales tax revenue and DHI committee fund balance as of Aug 31st, a recap of bills submitted for payment, and the Sept/Oct calendar of events.
- **City Administrator Report:** City Administrator Sidel provided her report. Staff continues to work on the fillable forms feature on the new website. The State will be adding turning lanes on Hwy 38 east of Hartford. The project will be using a pilot car to guide traffic through the site. The completion date for the project is Nov 17th. The City will be advertising sealed bids for the sale of the transit bus. The ads will run until the end of Oct. On Sept 13th the PUC denied SCS’s application for the pipeline that would run west of Hartford. The City received notice that it was awarded the LIIP grant for the 12th St/N Oaks Ave project. A decision on the EDA grant for the same project is expected by the end of Sept. Dakota Mainstem held a board meeting on Sept 14th. The group continues to move forward with organizing and setting up the new entity. Sandy Dean, on behalf of DHI, would like to install more historical photos in the downtown area. She is requesting approval from the City to install 4 photos on the north face of the city shop located at the corner of Main Ave/Menth St. The consensus of the Council is to allow the historical pictures to be placed on the city shop.

NEW BUSINESS:

- **Hartford’s Hometown Christmas Request to Release their 2023 Budget Allocation:** Lisa Hellvig, on behalf of Hartford’s Hometown Christmas, was present to request release of their 2023 budget appropriation. A motion was made by Matson, second by Jass to approve payment of \$10,000 to Hartford’s Hometown Christmas for their 2023 appropriation – all voted yes, motion carried.
- **Review/Approve Billboard Lease Agreement between Central States Manufacturing Inc. and City of Hartford:** The City’s lease agreement for the west face of billboard #5 with Central States Manufacturing, Inc. is up for renewal. Central States would like to renew the lease for another 3-year term with the City’s standard rental rate of \$150/mo. which includes lighting from dusk to midnight. A motion was made by Jass, second by Boen to approve the billboard lease agreement between Central States Manufacturing, Inc. and the City of Hartford as presented – all voted yes, motion carried.
- **Review/Approve Billboard Lease Agreement between Maple Pass, LLC and City of Hartford:** A lease agreement for the west face of billboard #1 was presented. Maple Pass, LLC has agreed to the City’s standard lease agreement – 3yr term starting Oct 1, 2023, rental rate of \$150/mo., lighting from dusk to midnight, and a security deposit of \$1,000. A motion was made by Matson, second by Woslager to approve the billboard lease agreement between Maple Pass, LLC and the City of Hartford as presented – all voted yes, motion carried.
- **Review/Discuss Proposals for Engineering Service for 12th St/Oaks Ave Project:** The City has applied for an EDA and LIIP Grant to construct 12th St and N. Oaks Ave., which runs through the HADF’s land allowing for the development of this area. If awarded both grants, the City will need to secure an engineer for the project. HADF has been working with Infrastructure Design Group on the preliminary engineering of N. Oaks Ave. Once the grant application process started, Infrastructure Design Group provided the engineering analysis needed for this. Both City Engineer ISG and Infrastructure Design Group have provided proposals for this project, in the event the City is awarded both grants and decides to move forward with the project. Infrastructure Design Group’s proposal is lower as they have already completed some of the initial engineering as part of the grant application process. Both proposals presented include topo/survey work, civil engineering, permitting, construction plans, and bid

administration. A motion was made by Matson, second by Jass to approve the proposal from Infrastructure Design Group contingent on the City being awarded both the EDA and LIIP grant – all voted yes, motion carried.

- **Mayoral Appointments of City Attorney & City Engineer for 2023/2024:** Mayor Jones recommended the appointment of Frieberg, Nelson & Ask, LLP as City Attorney for 2023/2024. A motion was made by Boen, second by Matson to approve the appointment of Frieberg, Nelson & Ask, LLP as City Attorney for 2023/2024 – all voted yes, motion carried. Mayor Jones recommended the appointment of ISG as City Engineers for 2023/2024. A motion was made by Jass, second by Matson to approve the appointment of ISG as City Engineers for 2023/2024 – all voted yes, motion carried.

EXECUTIVE SESSION: A motion was made by Boen, second by Matson to enter executive session pursuant to SDCL 1-25-2(1) for personnel, and SDCL 9-34-19 for economic development at 7:58pm – all voted yes, motion carried.

Minutes recorded by Finance Officer Karen Wilber.

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

Karen Wilber, Finance Officer

EXECUTIVE SESSION: A motion was made by Matson, second by Woslager to exit executive session at 8:29pm – all voted yes, motion carried.

ADJOURNMENT: . A motion was made by Jass, second by Matson to adjourn at 8:30pm – all voted yes, motion carried.

Minutes recorded by City Administrator Teresa Sidel.

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

Teresa Sidel, City Administrator



Agenda Item Staff Report

DATE: October 3, 2023

AGENDA ITEM: 7:50 Hearing: Malt Beverage Application for Main Casino, LLC

PREPARED BY: Teresa Sidel, City Administrator

Staff Recommendation: Approve Malt Beverage License

Background/Summary:

The city received a conditional use permit from Beka Properties/Main Avenue Casino, LLC to allow a bar/casino at 109 N Main Ave. The P&Z Board reviewed the CUP with the applicant at their last meeting on 9/26 and it was approved. The business will be located in the “old” modish building, which is now owned by Beka Properties LLC. The owner, Karen Burgers, noted to the P&Z Board that they plan to have 10 lottery machines (the maximum allowed by the state) and would like to serve malt beverages to their patrons. They do not plan to have full bar services or other entertainment. Planned hours are M-TH from 10am to 10pm, Fri-Sat from 10am to Midnight, and Sun from noon-10pm. All public access and parking will be off Main Avenue. Only staff and deliveries will be in the back alley. It was noted that the applicant will need to follow all state regulations for lottery and alcohol sales. Since the owner has secured their CUP, they are now asking the city council to approve a malt beverage license. There is no limit on the number of malt beverage licenses that the city permits. A retail on/off sale malt beverage license & SD wine license would allow the business to sale all malt beverages and SD wines – no hard liquor sales. There are 3 other establishments within the downtown area that are currently selling malt beverages, with 2 of them having lottery machines – this would be an acceptable establishment in the area.

Prior Council/Board Action:

9/26/23 – P&Z Board approved a conditional use permit to allow a Bar/Casino at 109 N Main Ave

Possible Action:

- Approve Malt Beverage License for Main Ave Casino, LLC
- Do not approve Malt Beverage License for Main Ave Casino, LLC

Fiscal Impact:

Approval of the malt beverage license will allow this business to open and generate additional sales tax revenue for the city. The current space is empty, so no sales tax revenue is being generated at this time.

Attachments:

- Uniform Alcoholic Beverage License Application
- Notice of Hearing
- 9/26/23 P&Z Minutes for CUP

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the Hartford City Council will hold a public hearing on October 3, 2023 at 7:05 p.m. in the City Council Room, located at 125 N. Main Avenue, to consider the application for a retail on-off sale malt beverage & SD farm wine license for Karen Burgers & Benjamin Parker dba Main Ave Casino, LLC. The application has been received by the governing body and is filed in the municipal finance office.

Any persons and their attorneys may appear at said scheduled hearing and present objections to the above application.

Dated this 22nd day of September 2023
Karen Wilber
Finance Officer

Date Received _____
Date Issued _____

License No. _____

Uniform Alcoholic Beverage License Application

A. Owner Name and Address

Karen Burgers & Benjamin Parker
511 N Main Ave
Hartford, SD 57033

Owner's Telephone #: 605-310-7869- Karen

C. Indicate the class of license being applied for (submit separate application for each class of license).

- Retail (on-sale) Liquor
- Retail (on-sale) Liquor - Restaurant
- Convention Center (on-sale) Liquor
- Package (off-sale) Liquor
- Retail (on-off sale) Wine and Cider
- Retail (on-off sale) Malt Beverage & SD Farm Wine
- Package Delivery
- Hunting Preserve
- Other _____

Is this license in active use? Yes No

Do you or any officers, directors, partners, or stockholders hold any other alcohol retail, manufacturing, or wholesaler licenses?

Yes No **If Yes, please list on the back page.**

B. Business Name and Address

Main Ave Casino, LLC
511 N Main Ave
Hartford SD 57033

Business Telephone #: 605-251-5690- Benjamin

Place of business is located in a municipality? Yes No

County: Minnehaha

Do you own or lease this property? Own Lease

Are real property taxes paid to date? Yes No

D. Legal description of licensed premise:

Lot 16 Block 10 of Hartford, Minnehaha County, South Dakota

Have you ever been convicted of a felony? Yes No

E. State Sales Tax Number 1040-4145-ST

F. New license Transfer? (\$150) Re-issuance

G. CERTIFICATE: The undersigned applicant certifies under the penalties of perjury that all statements provided herein are true and correct; that the said applicant complies with all of the statutory requirements for the class of license being applied for and in addition agrees to permit agents of the Department of Revenue access to the licensed premises and records as provided in SDCL 35-2-2.1, and agrees this application shall constitute a contract between applicant and the State of South Dakota entitling the same or any peace officers to inspect the premises, books and records at any time for the purpose of enforcing the provisions of Title 35 SDCL, as amended.

Date 08/31/2023 Print Name Karen Burgers Signature Karen Burgers

H. APPROVAL OF LOCAL GOVERNING BODY - Notice of hearing was published on Sept 22, 2023. Public hearing on the application was held Oct 3, 2023, not less than SEVEN (7) days after official publication. The governing body by majority vote recommends the approval and granting of this license and certifies that requirements as to location and suitability of premises and applicant have been reviewed and conform to the requirements of local and South Dakota law.

Renewal - no public hearing held
Amount of fee collected with application \$ 320.00
Amount of fee retained \$ 170.00
Forwarded with application \$ 150.00

For Local Government Use

(Seal) _____
Mayor or Chairman

If disapproved, endorse reason thereon and return to applicant

Transferred (State Use)

From: _____

Sales tax approval _____ Date _____

STATE LIQUOR AUTHORITY:

APPROVAL _____ **REVIEW** _____

**Company supplement information
(For corporate/partnership/LP/LLC applicants)**

Name of corporation/partnership/LP LLC Main Ave Casino, LLC

Address of office and principal place of business of corporation/partnership/LP/LLC 511 N Main Ave Hartford, SD 57033

Are all managing officers of this corporation/partnership/LP/LLC of good moral character having never been convicted of a felony? Yes No

Name, title of office, occupation and address of each of the officers/owners of the corporation, partnership, LP or LLC:

Name	Office	Address	Occupation
Karen Burgers	President	511 N Main Ave Hartford, SD 57033	Self Employed
Benjamin Parker	Vice President	511 N Main Ave Hartford, SD 57033	Self Employed

Name of any officers, directors, partners or stockholders of applicant having a financial interest or capital stock in any other alcoholic beverage license:

Name	Type of License, License Number, Financial Interest Held, and Address of Business Location
N/A	

Where and with whom are all company records kept, such as charter, by-laws, minutes, accounts, notes payable, and notes and accounts receivable, etc?

Karen Burgers- 511 N Main Ave Hartford, SD 57033

With signature the applicant agrees to the following:

That the applicant company will comply with all provisions of ARSD chapter No. 64:75:02 of the Department of Revenue, relating to the transfer of stock and prior approval of the transfer of such stock by the Secretary of Revenue and violation of any of the provisions of said regulation or failure to comply therewith, whether by the undersigned corporation, partnership/LP/LLC or by any stockholder thereof, or by anyone interested in said company, shall constitute cause for revocation or suspension of any license issued pursuant to and in reliance on this application, or for refusal to renew such license upon expiration thereof.

We the undersigned officers and directors of the applicant company acknowledge that the within supplement application form is true and correct in every respect and that there exists no financial arrangement concerning this or any other alcoholic beverage license than that expressly set forth above. If company stock is to be transferred we ask for approval of such voluntary stock transfer.

Signature of Authorized Officer/Director/Partner

Date

Karen Burgers

8-31-23

Planning and Zoning Meeting – Regular Meeting September 26, 2023

Chairman Tony Randall called the meeting to order at 7:00pm at Hartford City Hall with the following planning and zoning members present: Mark Anderson, Tim Graham, Stacey Kutil, Michelle Kilbourn, and Brad Miles. Troy Jackson was absent with notice. Also present was City Administrator Teresa Sidel, Building Inspector/Code Enforcer Kyle Christensen, and Building Inspector Paul Clarke. There was 1 person from the public in attendance.

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

Approval of the Minutes: The September 12, 2023, regular meeting minutes were reviewed. A motion was made by Miles, second by Kilbourn to approve the September 12, 2023, regular meeting minutes – all voted yes, motion carried.

Public Comments: None

Hearings/Petitions/Applications:

7:05 Conditional Use Hearing – Request to allow a Bar/Casino at 109 N Main Ave: The city has received a conditional use permit from Beka Properties/Main Avenue Casino. The applicant is asking to allow a Bar/Casino at 109 N Main Ave. This property will have lottery machines and the applicant has applied for a malt beverage license. This property is zoned Central Business, which allows an establishment with alcohol sales but requires a conditional use permit. Karen Burgers was present to address any questions from the Board. Ms. Burgers noted they plan to have 10 lottery machines (the maximum allowed by the state) and will have malt beverages for patrons. They do not plan to have full bar services or other entertainment. Planned hours are M-TH from 10am to 10pm, Fri-Sat from 10am to Midnight, and Sun from noon-10pm. All public access and parking will be off Main Avenue. Only staff and deliveries will be in the back alley. It was noted that the applicant will need to follow all state regulations for lottery and alcohol sales. A motion was made by Kutil, second by Kilbourn to approve conditional use permit 2023-8-31 to allow a bar/casino at 109 N Main Avenue – all voted yes, motion carried.

Updates:

- **Building Inspector Update:** Building Inspector Paul Clarke was present to provide an update on building projects to the Board. There are currently 15 open single-family homes in various stages of construction, along with 1 twin home. An update on the Maple Pass apartments/townhomes was also provided to the Board – they are looking at opening in October. Clarke also gave a recap of current commercial permits that are still open.
- **Building Inspector/Code Enforcer Update:** Kyle Christensen was present to provide an update on code enforcement to the Board and presented a recap of current code violations being addressed by the city – tall grass/weeds, parking on the grass, inoperable vehicle, no pet license, pet running at large, accessory building violations, no fence permit and one CUP violation.
- **City Administrator Update:**
 - Hwy 38 Water Extension – Plans are near completion for this project. The city plans to bid the project this fall with work commencing next year.
 - WWTF – 19 Bid packages were opened last week, and the total bid came in approximately \$45K under our GMP. A groundbreaking ceremony was held on 9/18, along with a pre-construction meeting and construction has begun.
 - Western Avenue Expansion – ISG is finalizing plans to provide to the DOT. Project will be bid in unison with the state's interstate bridge project in 2024, with construction in 2025.
 - CIP – The Board was provided an updated CIP for 2023.
 - The Park & Rec Board are working on plans for a restroom/concession stand at the sports complex.
 - The city has been awarded 2 grants – EDA and LIIP grant to construct 12th Street and N Oaks Avenue.

Adjournment: A motion was made by Kilbourn, second by Miles to adjourn at 7:21pm – all voted yes, motion carried.

Minutes recorded by City Administrator, Teresa Sidel.

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

Teresa Sidel, City Administrator



Agenda Item Staff Report

DATE: October 3, 2023

AGENDA ITEM: Resolution 2023-22 – SD Local Infrastructure Improvement Program Grant

PREPARED BY: Teresa Sidel, City Administrator

Staff Recommendation: Approve Resolution 2023-22

Background/Summary:

The State has some funding options available for areas impacted by the May 2022 derecho, which includes the City of Hartford. The funding is intended to assist with the economic development of these areas. The HADF owns the parcel of land south of the Sports Complex. To market this land effectively, N Oaks Ave and 12th St would need to be placed along with the extension of water/sewer services. This type of project would qualify for this funding. This summer the city council authorized staff to apply for an EDA grant and a LIIP grant for this project. The EDA grant would pay 80% of the project cost and the LIIP grant would pay 10% of the project cost – up to the set dollar amount of \$206,645. The project is estimated at just over 2M, making the City's share approximately \$206,645. Thankfully the city has been awarded both grants – both have their own paperwork that needs to be completed to accept the grant and move forward with funding. The LIIP grant requires the city to pass a resolution that states the city accepts the grant and the grant agreement (enclosed for your reference), and the council authorizes the Mayor, City Administrator, and Finance Officer to sign the grant agreement and all necessary documents for the grant. Resolution 2023-22 is this resolution.

Prior Council/Board Action:

6/20/23 – City Council Authorized the Application for EDA Grant

7/18/23 – City Council Authorized the Application for a LIIP Grant

Possible Action:

1. Approve Resolution 2023-22
2. Do not approve Resolution 2023-22

Fiscal Impact:

The award of the EDA and LIIP grant will allow the city to move forward with placing 2 road at an approximate cost of \$2M, with the city share of the construction cost estimated at \$206,645. This city portion has been incorporated into the city's 2024 budget.

Attachments:

- Resolution 2023-22
- LIIP Agreement Letter

**City of Hartford
Resolution 2023-22**

**SOUTH DAKOTA LOCAL INFRASTRUCTURE
IMPROVEMENT PROGRAM
MUNICIPAL RESOLUTION**

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HARTFORD
APPROVING THE SOUTH DAKOTA LOCAL INFRASTRUCTURE IMPROVEMENT
PROGRAM GRANT APPLICATION AND DESIGNATING NAMED OFFICERS TO
EXECUTE DOCUMENTS AND TO ACT ON ITS BEHALF.

WHEREAS, the City made an Application dated July 12, 2023, to the Board of Economic Development (“BED”) for a grant from the South Dakota Local Infrastructure Improvement Program pursuant to SDCL § 1-16G-50, et. seq. and ARSD Chapter 68:02:09;

WHEREAS, BED reviewed the Application, determined that the City is eligible to receive such a grant, and issued a grant Agreement dated August 24, 2023, a true copy of which is attached hereto; and

WHEREAS, the City Council has reviewed the proposed grant Agreement and has authorized its acceptance;

NOW, THEREFORE, BE IT RESOLVED:

(1) That the City hereby approves the entry into the South Dakota Local Infrastructure Improvement Program Grant Agreement.

(2) That the officers of this City named below, or any one of them, or their or any one of their, duly elected or appointed successors in office, be and they are hereby authorized and empowered in the name and on behalf of this City and under its corporate seal to execute and deliver to BED, in the form required by BED, the grant Agreement and all reports and other documents described in the grant Agreement.

(3) That the aforesaid officers, or any one of them, or their duly elected or appointed successors in office, be and they are hereby authorized and empowered to do any acts, and to execute in the name and on behalf of this City and under its corporate seal or otherwise, any instruments or agreements deemed necessary or proper by BED, in respect to the grant.

(4) That any contracts or agreements heretofore made with BED on behalf of this City, and all acts of officers or agents of this City in connection with said grant or said contracts or agreements, are hereby ratified and confirmed.

CERTIFICATION

I HEREBY CERTIFY that the foregoing is a true and correct copy of a resolution regularly presented to and adopted by the City Council of Hartford at a meeting duly called and held at Hartford City Hall the 3rd day of October , 2023, at which a quorum was present and voted, and that such resolution is duly recorded in the minute book of this City; that the officers named in said resolution have been duly elected or appointed to, and are the present incumbents of, the respective offices set after their respective names; and that the signatures set opposite their respective names are their true and genuine signatures.

(SEAL)

City Administrator



SOUTH DAKOTA
GOVERNOR'S OFFICE OF ECONOMIC DEVELOPMENT

GRANT AGREEMENT

LOCAL INFRASTRUCTURE IMPROVEMENT PROGRAM

LIIIP-23-01

City of Hartford
Attn: Teresa Sidel
125 N. Main Ave.
Hartford, SD 57033

August 24, 2023

Dear Ms. Sidel,

The Application of the City of Hartford (the "Applicant") dated July 12, 2023 for a grant from the Local Infrastructure Improvement Program has been approved by the Board of Economic Development ("BED") upon the terms and conditions set forth below. BED agrees to make a Local Infrastructure Improvement Grant (the "Grant") to Applicant upon the following terms and conditions:

1. The total amount of the Grant shall not exceed \$206,645, or 10% of the total project costs. The Grant proceeds shall be disbursed in accordance with, and subject to, the BED's Local Infrastructure Improvement Program Award Policy ("LIIP Award Policy"), attached hereto and incorporated herein by this reference as if set forth in full. Any modification or waiver of the LIIP Award Policy must be set out in writing in this Grant Agreement and must refer to the provision of the LIIP Award Policy being modified or waived.

2. The Applicant or an authorized representative must, prior to disbursement of any funds, properly execute and return to GOED the following documents:

Documentation evidencing compliance with the LIIP Award Policy.

Evidence showing commitment of proposed business expansion as outlined in the application.

3. If Applicant is a corporation or limited liability company, Applicant must also prior to disbursement of any funds provide the following documents to GOED:

(a) A certified copy of the Resolution of the board of directors, members or other governing entity of the Applicant authorizing the execution of the Documents.

P 605 773 4633 | T 800 872 6190 | SDGOED.COM

711 EAST WELLS AVENUE PIERRE SOUTH DAKOTA 57501

4. The Applicant must comply with the following special conditions:

[X] Provide GOED with a quarterly project construction status reports beginning three (3) months from the date this Grant Agreement is signed and every quarter thereafter until the project is complete.

[X] Provide GOED with semi-annual employment reports for the Project on a form provided by GOED beginning six (6) months after the Local Improvement Infrastructure Program grant is disbursed and for a period of five (5) years thereafter.

5. The Applicant must attest to meeting the following requirements per SDCL 1-56-10:

(1) A conflict of interest policy is enforced within the recipient's or sub-recipient's organization;

(2) The Internal Revenue Service Form 990 has been filed, if applicable, in compliance with federal law, and is displayed immediately after filing on the recipient's or sub-recipient's website;

(3) An effective internal control system is employed by the recipient's or sub-recipient's organization; and

(4) If applicable, the recipient or sub-recipient is in compliance with the federal Single Audit Act, in compliance with § 4-11-2.1, and audits are displayed on the recipient's or sub-recipient's website.

6. No condition or covenant stated herein may be waived without the prior written consent of BED. BED shall have no obligation to make any disbursement to Applicant unless and until all of the conditions set forth above, as well as any other conditions which BED in its sole and exclusive discretion may see fit to impose, have been met to BED's satisfaction.

7. By execution of this Grant Agreement, Applicant agrees, upon demand by BED, to reimburse BED for any and all expenses incurred, or which may hereafter from time to time be incurred, by BED or its agents, including reasonable attorney's fees, in connection with or by reason of Applicant's application for, and the making and administration of, the Grant. Applicant agrees to be responsible for such costs and expenses whether or not the Grant provided for herein is disbursed.

8. The commitment on the part of BED set forth herein is effective for a period of 180 days from the date hereof, and will lapse at that time if this Agreement, and the terms and conditions of the Grant set out herein, are not accepted in writing by the Applicant. In any event, unless extended by BED, the commitment to make the Grant will lapse one year from the date of acceptance if the Grant has not yet funded in its entirety. BED reserves the right to withdraw the Grant at any time if any of the conditions of this Grant Agreement or those conditions set forth in ARSD 68:02:08 have not been met to BED's satisfaction.

9. Any of the following shall constitute a default upon the conditions of the Grant:

(1) If the Applicant knowingly makes any material false statement or report in the application;

(2) Failure to adhere to the conditions of the local infrastructure improvement grant; or

(3) Repeated failure by the Applicant to provide access to documents or to provide the reports and other information required by this Agreement and ARSD Ch. 68:02:09.

If there is a default as determined by BED, within thirty days of written demand from BED, the applicant shall repay to GOED any part of the Grant that has been disbursed. In addition to any other action considered appropriate by BED to protect the interest of the BED and the Local Infrastructure Improvement Program, BED may commence a civil action to recover any Grant proceeds that the applicant is required to repay.

If you wish to proceed with the Grant upon the terms and conditions set forth above, please indicate the acceptance of the Applicant by a duly authorized signature below. If the Applicant is a corporation, limited liability company or partnership, please attach appropriate proof of authority.

If you have any questions, please contact Stephanie Deyo at (605) 773-4633. Thank you for your interest in the Local Infrastructure Improvement Program and in South Dakota's future.

Sincerely yours,

SOUTH DAKOTA BOARD OF ECONOMIC DEVELOPMENT

BY: 

Treasurer

Applicant agrees to the terms above set forth.

APPLICANT
City of Hartford

DATE: _____

BY: _____
ITS: _____
(SEAL)

ATTEST:

BY: _____
Its: _____

Upon execution return to BED at the address indicated above.

NOTE: Corporate Applicants must execute Agreement, in corporate name, by duly authorized officer, and seal must be affixed and duly attested; Limited Liability Company Applicants must execute Agreement by duly authorized Manager or by all members; Partnership Applicants must execute Agreement in firm name, together with signature of an authorized general partner.

SOUTH DAKOTA GOVERNOR'S OFFICE OF ECONOMIC DEVELOPMENT

711 EAST WELLS AVENUE PIERRE SOUTH DAKOTA 57501 | P 605 773 4633 | T 800 872 6190 | SDGOED.COM



MCSO HARTFORD OFFICE MONTHLY REVIEW, SEPTEMBER 2023



Total calls for service including Deputy initiated: 244 (decrease of 7). 8.71 calls for service per day (28 days)

Accidents: 3 (same)	Traffic complains/Enforcement/Control/Hazards: 87 (same)
With injury: 0 (same)	
Without injury: 3 (same)	Parking Complaints: 3 (decrease of 4)
Assaults:/Domestic Violence: 1 (increase of 1)	Motorist Assist: 1 (same)
Sex Offenses: 0 (decrease of 1)	Theft: 3 (decrease of 1)
DWI: 1 (decrease of 2)	Narcotics/Drugs: 0 (same)
Suicide Threat/Attempts: 1 (same)	Intoxicated Person/Liquor Law: 0 (decrease of 2)
Check well-being: 3 (decrease of 3)	Fraud/Forgery/Identity Theft: 0 (decrease of 3)
Burglary: 0 (same)	Juvenile Delinquents: 5 (increase of 3)
Unattended Death: 0 (same)	Noise Complaints: 2 (increase of 1)
Disorderly Subjects: 11 (increase of 5)	Fireworks: 0 (same)
Suspicious Person/Activity: 9 (decrease of 5)	SO Landlines: 13 (increase of 4)
Assist other Agency: 3 (increase of 2)	Found/Missing Property: 1 (same)
Public Assist: 6 (same)	Civil process: 18 (decrease of 9)
Animal problems: 4 (increase of 3)	Warrant Service: 7 (increase of 3)
Vandalism: 6 (increase of 3)	Case Reports: 12 (decrease of 3)
Missing Persons/runaways: 1 (increase of 1)	Arrest: 2 (decrease of 3)



Hartford Area Chamber of Commerce

Continued onboarding for new members and retention calls.

Committee Reviews

Ambassador Committee

(Lana Snyder, Sherri Goebel, Roxy Whalen, Stacey Sieverding, & Jean Rodriguez):

- Monthly welcome bags - ongoing
- Continued efforts on contacting current and new members.
- Working with a member to sponsor new welcome bags
- Inventory of member items for next set of bags. (ongoing)
- Chamber Gratitude Day 2023
 - This was very well received by both the volunteers and the members.

Events and Marketing Committee

(Mark O'Hara, Jeremy Johnson, Pat DeGroot, Ashlie Matthews, Brittany Glanzer, Stacy Wengler, Stephanie Minckler):

- Next few events being worked on are as follows:
 - Trunk-or-Treat, Sunday, October 29th, 1-3 p.m.
 - Awards will be handed out for:
 - Most Creative – sponsored by: Cressman Sanitation, Inc.
 - Best in Trunk – sponsored by: Black Hills Federal Credit Union
 - Scariest Trunk – sponsored by: Knotty Gnome Variety and Salvage
 - Poster have been distributed throughout Hartford and at this time approximately 10 trunks have signed up.
 - Hometown Christmas Breakfast, Sunday, December 3rd, 7:30 a.m. to 10:30 a.m.
 - Volunteers are needed to assist with serving, cooking and prep work.
 - Burger Battle, January 2024
 - Annual Banquet, February 2, 2024, more information to come.
- Adding new member social media posts - ongoing
- Social media posts for events and activities
- Assisting with promotional items as needed

CEDD

- Scheduling breakfast/luncheons/Mixers
- Ribbon cuttings looking to be schedule (Maple Pass, TBD)
- Continued work on the mobile app – App My Community - Ongoing
- Continued updates to Chamber website - ongoing
- Weekly E-Newsletter - ongoing
- Visiting with members wanting to join committees and get more involved.
- Retention efforts ongoing



UPCOMING EVENTS/MEETINGS: DEVELOPMENT FOUNDATION



RIBBON CUTTINGS/GROUNDBREAKINGS

Black Tie Components, September 27th at 5:00 p.m., 1820 N. Western Ave.

EVENTS

Trunk-or-Treat, Sunday, October 29th, 1-3 p.m. West Central School (H/MS)

Hometown Christmas Breakfast, Sunday, December 3rd, 7 a.m. to 10:30 a.m., Hartford Area Fire & Rescue, 605 South St.

Burger Battle, January 1-31st, throughout Hartford and Humboldt

Annual Chamber Banquet, Friday, February 2, 2024, More info to come

MEETINGS

October

Tuesday, October 3

Ambassador Meeting, 7:00 a.m., Stomping Grounds, 700 N. Vandemark Ave.

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

Wednesday, October 4

Hartford Area Development Foundation Meeting, 7:30 a.m., City Hall, 125 N. Main Ave.

Tuesday, October 10

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

Thursday, October 12

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

Tuesday, October 17

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

Wednesday, October 18

Hartford Area Development Foundation Meeting, 7:30 a.m., City Hall, 125 N. Main Ave.

Monday, October 23

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

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

Tuesday, October 24

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

COMMUNITY EVENTS



Hartford Area Development Foundation

- Continued efforts meeting with prospective landowners and purchase opportunities.
 - o Creating a spreadsheet for contacts of landowners and what they plan to do with their land if anything (ongoing).
- Continued meetings with developers, and investors.
 - o Assisting them with land options and connecting them to the right interests.
- Continued efforts on RFI's from GOED and businesses that have interests in Hartford.
- Envision 2025 invoicing and retention efforts. Brandon Lane is assisting with this.
 - o Creating list for future investors – ongoing
 - o Invoicing as needed.
 - o Retention efforts as needed.
- Invites area developers and other economic-related speakers to speak at upcoming HADF monthly meetings – ongoing.
- Participating on Thriverr Zoom calls
- Working on a new housing study – WIP
- Met with business owners to discuss future opportunities in Hartford. More discussion was had with the business to look at a future site visit – ongoing.
 - o Provided two tours of Hartford
- Updated all board member binders
- Working with Dakota Business Finance and area businesses.

Upcoming Meetings:

HADF Board Meetings

Wednesday, October 4, 7:30 a.m., City Hall

Wednesday, October 18, 7:30 a.m., City Hall

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

October 18th (Good Earth State Park)

November 15 (Taopi Hall, Colton)

December – NO MEETING

Special SMGA Meetings/Events

Attended the Grow Smarter Conference

Attended Dakota Resources Stakeholder meeting

Future Economic Development Learning Opportunities: N/A

To: City of Hartford
From: ISG
Date: October 3rd, 2023
cc: Teresa Sidel

GENERAL ENGINEERING UPDATE

- Reviewed and provided comment on a plat in the South Addition
- Reviewing drainage concerns for the site northwest of Mickelson Road and Western Avenue
- Reviewed resident's concerns with the Slurry Seal with City Staff

UP AND COMING ITEMS

- Lead and Copper Rule – Drinking Water
 - Effective December 2021, the EPA has issued its Lead and Copper Rule Revisions (LCRR) to existing Lead and Copper Rule (LCR).
 - Required to complete and submit an inventory of ALL service lines in your system, no matter the ownership, no later than October 16, 2024.
 - South Dakota DANR Web Site Rule Link: [South Dakota Drinking Water Program \(sd.gov\)](https://www.sd.gov/health-and-human-services/department-of-health-and-human-services/division-of-water-protection/south-dakota-drinking-water-program)
 - EPA LCR and LCRR link: [Revised Lead and Copper Rule | US EPA](https://www.epa.gov/lead-and-copper-rule)

PROJECT STATUS UPDATES

6th & Mundt Roadway Reconstruction – No Update

An initial punchlist walkthrough was conducted April 21st. The City of Hartford, Zacharias Construction, and ISG walked the project site, reviewed the current punchlist, and added additional items that were discussed during the walkthrough.

Several comments have been received on seeding. A seed care flier has been provided to residents and they have been encouraged to follow the instructions provided. Dry weather has not been conducive for seed growth. Reseeding will take place during the fall seeding window, which begins August 15. We will be monitoring the forecast prior to the seeding window, to ensure the weather is favorable to establish the seed.

Generally, the remaining punchlist items consist of adjust valve box heights, seeding, swapping manhole lids, crack sealing, and cutting subdrain connections within the storm drain intakes.

Water Resource Recovery Facility

General:

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



Bidding:

Bid packages #1 through #19 (out of 20) were let Tuesday, August 29th. Bids came in within the GMP budget. Rice Lake is working to complete contracts with the subcontractors for the various bid packages. Rice Lake and ISG will monitor the contingency throughout the duration of the project and provide council updates as necessary.

The remaining bid package includes the connection to the existing system. This package will be let in 2024.

Construction:

Earthwork and site grading has commenced on the treatment site to facilitate the construction of the Aeromod structure. The collection system is anticipated to commence this fall and continue through the winter as conditions allow.

We are currently reviewing shop drawing submittals from Rice Lake regarding site utilities, gravity trunk sewer, force main, and concrete mix designs for footings, flatwork, and floors.

Schedule and Milestones:

July: Prepare Bid Packages and begin bidding packages. - *Completed*

Mid-End of August: Receive and review bids on the Utility, Site work, and Aeromod bid packages - *Completed*

September: Anticipated Construction Start - *Construction Underway*

Tentative Construction Sequence:

2023: Aeromod tank, Gravity collection system

2024: Operations building, Operations building footings, site utilities

TBD: Gravity collection system

Summer 2025: Construction Complete

October 1, 2025: New Effluent Limits in Effect

Guaranteed Maximum Price: \$21,282,358 (Construction and CM Fee)

Substantial Completion: July 1, 2025 (estimated)

Final Completion: October 15, 2025

Bike and Recreation Trail – Between Main to Feyder Avenues – No Update

As part of the City's recreational trails master plan, a segment of trail is proposed for construction along Turtle Creek between Feyder and Main Avenue.

As the project scope has increased, the estimated cost has also increased. After discussion, it was determined that the City was not going to proceed with the grant and construction of the project in 2023.

ISG design services are nearly complete for the project. For the interest of the project, ISG will complete the floodplain permitting and construction documents for the project. These can be bid at a later date when funding is available.

Highway 38 Water Main Extension

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

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

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

- **Schedule:**
 - September 1 - Finalize Construction Documents - *Completed*
 - September 5 - Submit to DANR for Review (anticipated 30-day review)
 - October 20 - 1st Public Notice of Bid
 - October 27 - 2nd Public Notice of Bid
 - November 16 - Bid Letting (*pending Council Approval*)
 - Spring 2024 - Construction Start
 - Fall 2024 - Construction Complete
- **Estimated Construction Cost**
 - \$990,800
 - \$490,800 Approved SRF loan funding

Western Avenue Interchange Approach

General Project Scope: Western Avenue will be reconstructed to a 3-lane urban section with one lane each for north- and southbound traffic and a shared center left turn lane. Where recommended in the Study, an additional right-hand turn lane will also be installed. The roadway will be constructed of concrete with curb, gutter, and storm sewer. Sanitary sewer and water will be extended just past the edge of proposed paving along W. Mickelson Roadway to facilitate future connections.

ISG has completed QA/QC on the 60% design. ISG will continue to work towards 90% bid documents.

We are evaluating proposed grading limits to determine utility relocations or adjustments and any right of way acquisition necessary to facilitate the expanded roadway. Once these have been determined, ISG will meet with the respective owners of the property to discuss impacts due to construction, timeline, and take note of any concerns they may have that will impact our current plan.

The project schedule is as follows:

- 30% Construction Plans & Engineers Estimate of Probable Cost: January 13th, 2022 - *Completed*
- 60% Construction Plans, Specifications, and Estimate of probable cost: August 11th, 2023 - *Completed*
- 90% Construction Plans, Specifications, and Estimate of probable cost: October 13th, 2023
- Final Construction Plans & Engineers Estimate of Probable Cost: November 3rd, 2023
 - 1 month allocated for final review and revisions
- Submit Construction plans to DOT/FHWA for review: December 21st, 2023

Hartford Engineer's Report



- Submit Construction plans for bid letting: March 21st, 2024
- Bid Letting: April 15th, 2024
- Begin Construction: Spring 2025

Maintenance Report – 10/3/2023

September 29, 2023

Streets

Roads – We have started working on rebuilding some curb issue throughout town. Jesse has started cutting areas that need to be patched, we will be patching these in the next few weeks. We will be working on gravel roads in the next few weeks and have another mag water application done this fall.

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

Welcome signs – We are planning on starting the landscaping around the HWY 38 sign today.

Water

Reports / DANR – The 3rd quarter water report has been sent in and the next report is due January 10th, 2024. We have the lead and copper samples taken and sent in. These samples are taken every three years and are required by EPA. We have 20 homes that are used for this testing. These homes are homes built in the mid 80's or have lead service lines. The test requirements started in the 90's. The results of the tests will be sent to the residents and we also will keep a copy on file.

Water main extension – Nothing new at this time.

Lead service lines – We have the information and paper work for the first deadline done and sent in. We will have more information to fill out in the months ahead as EPA requires.

ISO – I was notified last week that ISO will be here at the end of October to check out the fire department and also our water system. We are working on getting the information and also flow testing a few hydrants that they would like to see. ISO comes out about every three years for this. The better the rating will reflect on the insurance rates in town.

Sewer

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

Reports – Monday I will get the September DMR report sent, it is due October 28th.

Lagoons – We have been switching the valving around on the ponds, they seem to be working at this time.

Future facility – The project is underway.

Park

Parks – The parks are looking good. We have the dugout on field C built and have removed the ones on fields A and B, we will start rebuilding them next week. We have installed six benches throughout the parks and along the trails, four of these have been purchased. are in the process of rebuilding the dugout on field C. The concrete slabs are poured and we are working on the fence. The metal has been ordered for the roofs and hopefully we can have this project done next week. We have two of the benches installed in the dog park and we will be installing 4 more next week.

Bike Trail – Nothing new at this time.

Pool – Done

Sports complex – We are watering the fields as needed.

Public Buildings – Still waiting for A-1 to finish this project up, they said they would be here this week. The vent hole in the floor for the old furnace has been fixed. The frame work for the security door at city hall is in and City Glass is planning on building the door and installing it in a few weeks.

FINANCE OFFICER REPORT

October 3, 2023

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

State of South Dakota	84,681.71	(1 st Penny Sales Tax)
State of South Dakota	84,681.71	(2 nd Penny Sales Tax)
State of South Dakota	12,716.33	(3 rd Penny Sales Tax)
State of South Dakota	12,992.35	(FEMA Grant – Storm Shelter Building)
Minnehaha County Treasurer	7,268.64	(Real Estate Taxes)
Minnehaha County Treasurer	971.78	(Street Maintenance Fee)
City of Lennox	2,931.92	(August Reimb of Building Inspector/Code Enforcer)
Golden West	1,104.00	(Pool Party Admissions – 276 attendees)
Roger Haugo	67,769.00	(9 th Street Assessments)
Beverly Skyberg-Taylor	650.00	(Donation for Park Bench)
Total Till & Seed	8,812.92	(Hydrant Metered Water Usage)
Misc.	7,334.87	(Building/Flatwork/Fence/Shed Permit Fees)
Misc.	9,000.00	(Water/Sewer Hookup Fees)
Misc.	3,308.20	(Sale of Water Meters/Fittings)
Misc.	140.00	(Pet Licenses)
Misc.	70.00	(Shelter Rentals)
Misc.	232.50	(Fines & Tickets)

Cash Balances as of	August 2022	August 2023
Total General Fund	\$2,591,528.47	\$3,133,646.43
Revenue and Expenses for the Month of:		
	August 2022	August 2023
Revenue - General Fund	\$193,253.82	\$160,620.23
Expenses - General Fund	\$316,062.23	\$238,586.27
Revenue and Expenses		
	2022 Year-To-Date	2023 Year-To-Date
Revenue - General Fund	\$2,464,055.51	\$3,188,824.28
Expenses - General Fund	\$2,192,493.31	\$2,248,996.09

Budget: Now that the 2024 budget has been approved, I have sent the budget appropriation ordinance to the County. This will provide them with the amount of taxes to levy in 2024.

Calendar of Events:

October 2023:

Tuesday, 3 rd	City Council Meeting @ City Hall, 7pm
Tuesday, 3 rd	SDML Annual Conf @ Rapid City thru Friday, 6 th
Wednesday, 4 th	HADF Meeting @ City Hall, 7:30am
Sunday, 8 th	HASR Meeting @ Pizza Ranch, 7pm
Monday, 9 th	Columbus Day Holiday – City Hall Closed
Tuesday, 10 th	Planning & Zoning Meeting @ City Hall, 7pm
Tuesday, 17 th	City Council Meeting @ City Hall, 7pm
Wednesday, 18 th	HADF Meeting @ City Hall, 7:30am
Monday, 23 rd	Park & Rec Board Meeting @ City Hall, 6:30pm
Tuesday, 31 st	Planning & Zoning Meeting @ City Hall,

• **City Projects (Changes in red):**

○ 6th & Mundt Street – Project is substantially complete, with a few punch list items and some seeding, restoration, and painting to be done in the spring. A walk-through of the project was conducted by ISG and city staff to update this punch list for the contractor. Homeowners were provided a letter on proper care for the new seeding, and they were also provided a letter on how to make their sump pump connections to the new storm sewer system. The contractor continues to work on punch list items. Due to the heat and drought, the spring seeding has failed – contractor will re-seed in the fall. Now that the weather is cooling down, we are working with the contractors to do some reseeding on the areas that did not come in good.

○ Hwy 38 Water Main Extension – The city council previously approved plans to have ISG work on a design for a water extension that will run along Railroad Street & S Colton Road. The plans were reviewed by staff and city council approved the project on 1/3. Financing was discussed and approved on 2/21, with part of the project being funded with water fund reserves and part with an SRF loan. SECOG has completed the SRF loan application, and it was sent to the state on Thursday (3/30) for review. This project was also placed on the state water plan (requirement for SRF funding). The state reviewed our SRF loan application on 6/29 for \$500,000 and it was approved. The city pledged system revenues for repayment, so no surcharge is required. ISG is completing plans to get ready for bid. The plan is to bid this fall for construction next year.

○ Western Avenue Expansion - ISG continues to work on plans. Schedule for plans and bidding was provided by ISG to staff. We are still reviewing plans along with funding options. ISG is working with HR Green and meeting with them regularly to ensure communication on coordinating the state and city project. **ISG and city staff met with DOT officials on Monday, 9/18 to discuss this project and bidding procedure/coordination. Both projects will be let by the state for bidding and any contractor that bids on one project will be required to bid on the other project as well – thus ensuring the same contractor for both projects. This will make project coordination much easier. Once a contractor is secured, each project will be independent, with the state in charge of their bridge portion and the city in charge of our Western Ave portion. Bidding is still set for next spring with the project commencing in 2025.**

○ WRRF – Work continues on this project. The City council approved a contract with Rice Lake – the contract has been executed. **Grading work continues at the site. The groundbreaking was a great success.**

• **Stockwell Projects (Changes in red):**

○ Western Sewer Project: A walk through was conducted on 7/20 with staff, Stockwells, and the state. A list of punch list items was sent to the contractor to be addressed, with a deadline date of May 15th. Punch list items were completed, and final payment approved. We will not close out the project until we ensure the seedling is established or there is no fault with the contractor. I have contacted the engineer to do an inspection to see if we need to have the contractor reseed this fall or if can close out the project. **A partial inspection has been completed, with a final inspection planned for next week. At this point, it looks like the seeding has taken and we will be able to close out this project before the end of the year.**

- **New Website Layout:** We are still working on a few things with our new website. It seems like the mass notification is now working. We continue to work with the web designer on converting all our applications and forms into fillable forms – Jenny is working on this.
- **Transit Bus:** We have received 3 appraisals on our transit bus that was surplus so now we can advertise for sealed bids. The bid advertisement is done and plan to publish in our local newspaper on 10/6 & 10/13 as required per law. We will also place it on our website and send it out to all municipalities through the SDML. ROCS has also offered to send it to their bus contacts. Bid opening is planned for 10/31.
- **EDA/LLIP Grant:** On 9/13, the city received news that we were awarded a LIIP grant for our 12th St/Oaks Ave project. We have also received news that we were awarded the EDA grant this past week. With both grants being awarded, we will move forward with the plans and bidding. There is a meeting set up with Infrastructure Design Group for Monday, 10/2 to start this process.
- **2nd SRF Loan:** As you know, the city has applied for a 2nd SRF loan for our WWTF. The original project estimate was \$16.7M in December of 2021. Due to increasing costs since then, the new project estimate is \$23.4M. This creates a funding deficiency of approximately \$6.7M. The city is proposing to utilize \$1M in city funds and we applied for a 2nd SRF loan for \$5.7M. DANR reviewed this application at their meeting on 9/28 and the city was approved for a 2nd SRF loan in the amount of \$5,750,000. It is a 30-year loan at 3.25% interest. Repayment will be guaranteed by the implementation of a surcharge. This is predicted to be \$23.40 per account but may be reduced if the city increases accounts or takes on an industrial user before drawing on the loan.
- **MCWC:** Minnehaha Community Water Corporation has a water line in town that currently services 3 customers – Gerald & Laurie Cressman, St. George’s Church and Tammen Auto & Tire. Since all of these accounts reside within the city, MCWC has asked us to take over servicing them since they may in the future abandon this line. Every water service that the city takes over from MCWC requires the city to pay a fee, but we get the service and then can start charging them for water usage going forward. Right now, the cost to take over these accounts is minimal, but this will increase significantly after the 1st of the year. In order to take over these services, we need permission from these account holders. I have sent a letter to all three entities explaining the MCWC would like to take over their service for they might in the future abandon the line. They were giving the option to convert to city services now and the city will pay the conversion fee or if they wait, any conversion fees and cost will be their own expense if MCWC abandons the line.
- **Hartford Township:**
 - Road Haul Agreement – As part of the WWTF project, ISG sent in an application to the Hartford Township to do improvements on the approach off of 466th Ave to the new plant. The township will review this application at their meeting on 10/3. It sounds like everything is in order, but they did point out that the city needs to sign a truck haul agreement stating that all truck traffic, during and after construction, for the facility will turn north on 466th Ave and go towards Hwy 38 – not south on the county highway. This is due to citizen complaints from the county and this concern was briefly discussed in the past. I believe the city has no issue with directing all truck traffic to the highway.
 - Maintenance of Township Roads – Another item that the Hartford Township wants to discuss is maintenance of the township roads around Hartford. Currently, there is an unwritten agreement between the township and the city public works department on what road sections the city will maintain and what roads the township will maintain that are within or close to the city. There are parts of some township roads that the city maintains for snow removal and there are parts of some city roads that the township maintains. Due to liability issues and related costs, the township wants to have a meeting to discuss this informal agreement and maybe put a formal agreement in place. It may come down to the township maintaining their roads and the city maintaining ours. Craig is scheduled to attend the November township meeting to discuss.

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



Agenda Item Staff Report

DATE: October 3, 2023

AGENDA ITEM: Review/Approve Tax Abatement for Parcel #74121

PREPARED BY: Teresa Sidel, City Administrator

Staff Recommendation: Approve tax abatement request

Background/Summary:

The county has sent us a tax abatement request. The owner of Parcel #74121 has applied for a tax abatement due to unavoidable loss. The applicant states that the mobile home on this property burned down on 2/22/2022. The property was inspected by Minnehaha County Equalization on 4/1/22 and it was verified that the house was removed. This reduces the assessment for buildings on the property to \$0.00 – leaving an assessment for only the land. This abatement is to adjust the assessment amount on the building.

The tax abatement amount for Parcel #74121 is \$124.51

Prior Council/Board Action:

None

Possible Action:

1. Approve tax abatement for parcel #74121
2. Do not approve tax abatement for parcel #74121

Fiscal Impact:

If approved, this would reduce the tax owed for 2022 and payable in 2023 from \$165.28 to \$40.77 on this property. Thus, reducing the city's share.

Attachments:

- Abatement Number 2023-0233

Abatement Number 2023-0233

Parcel ID 74121
Legal Description 1978 CHAMPION 24 X 56 SERIAL NO. 0580035443AB NORTHSIDE MOBILE HOME COURT HARTFORD CITY NORTHSIDE MOBILE HOME
School District COURT HARTFORD CITY
 WEST CENTRAL SCHOOL DISTRICT #49-7
Owner [REDACTED]
2nd Name
Owner Address PO BOX 383
Owner City, State HARTFORD, SD 57033
Abatement Status En route

Applicant [REDACTED]

Reason A loss occurred because of flood, fire, storm, or other unavoidable casualty.
 DOE RECOMMENDS APPROVAL
 THE TAXPAYER LOST ALL IMPROVEMENTS DUE TO A FIRE ON APRIL 1ST, 2022. THEY ARE REQUESTING AN ABATEMENT FOR
 APRIL-DECEMBER 2022 TAXES PAYABLE 2023 OF THE DIFFERENCE, \$8,100.

Levy Year 2022 **Taxable Value** \$7,725.00 **Tax** \$165.28 **Abatement Amount** \$124.51 **Interest** **Bill Number** 2132

Office	Recommendation	Signed By	Entered By	Entered Date
County Commision	Recommend Approval	BENDER, JEAN See Scanned Document	WHITE, JEAN	09/19/2023
States Attorney	Legally Sufficient		GILLESPIE, MARGARET	09/12/2023
Equalization	Recommend Approval		LILLA, CHRISTOPHER	08/07/2023

Recommend Approval

Recommend Not Approving



Agenda Item Staff Report

DATE: October 3, 2023

AGENDA ITEM: Review/Approve Temporary Part-time Snow Removal Job Description

PREPARED BY: Teresa Sidel, City Administrator

Staff Recommendation: Approve job description and allow to advertise

Background/Summary:

Each year the city advertises for part-time help for snow removal. We try to hire 1 or 2 extra people to help clean up after snow events so the city streets and sidewalks can be cleared in a timely manner. The extra personnel are only called into work during a snow event. Karen has updated the city's current job description for part-time snow removal. The salary range has been updated to reflect 2023 budget amounts and we added verbiage that a commercial driver's license is preferred since we need the most help with running equipment. We are asking the council to review and approve the job description so we can begin advertising for this position.

Prior Council/Board Action:

None

Possible Action:

1. Approve advertising with current job description.
2. Approve advertising with an amended job description.
3. Do not advertise for the position.

Fiscal Impact:

Part-time snow removal help and Advertising costs are built into our 2023/2024 budget.

Attachments:

- Job Description

Job Description for the City of Hartford

Temporary Part-Time Snow Removal

Position: Public Works Assistant/Snow Removal
Reports to: Public Works Superintendent
Employee Classification: Seasonal Part-Time
Position Starts: November 1, 2023 (approximately)
Position Ends: April 1, 2024 (approximately)
Hours: The expected number of hours will be “as needed”. Snow removal can occur anytime day or night and on weekends.

Job Summary

This position is responsible for assisting with snow removal on city streets, intersections, and sidewalks. Other maintenance responsibilities will be determined by the Public Works Superintendent. The applicant must be able to work in all types of weather conditions; be able to work both indoors and outdoors; and be physically fit to perform all duties.

Knowledge, Skills, and Abilities

- Basic knowledge of equipment operation and maintenance.
- Must possess a valid driver’s license. Commercial driver’s license preferred.
- Ability to establish and maintain effective working relationships with city officials, employees, and the general public.
- Perform related work as required.
- High School Graduate or Equivalent.

Selection Guidelines

Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The duties listed above are intended for illustration of the various types of work that may be performed. Omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Compensation

The starting pay range shall be between \$17.00 - \$20.00 per hour, depending upon qualifications.

Date: _____

Approved: _____

Employee: _____