

Hartford City Council Agenda
Tuesday, November 5, 2019 - 7:00 p.m.
Hartford City Hall

Mayor: Jeremy Menning
Ward 1: Mark Brenneman and Travis Kuehl
Ward 2: Mark Monahan and Brittany Glanzer
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 - 10/15/2019
- Approve Bills submitted for Payment (if any)

Public Comments - Public Input on Non-Agenda Items

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

Applications, Hearings, Resolutions and Ordinances

- Special Event Application - Hometown Christmas
- 2nd Reading of Ordinance #679 - Key Lock Box System
- Resolution 2019-14 - Transfer Escrow Funds from General Fund to Mickelson Road Fund
- Review Draft of Resolution 2019-15 - Amended General Assessment Policy

Reports

- Minnehaha Sheriff Deputy Report - Deputy Ryan
- Chamber & Economic Development Director Report - Jesse Fonkert
- City Engineer Report - Stockwell Engineers
 - *Pay Request #6 to Soukup Construction for Vandemark Project - \$179,923.35
 - *Pay Request #7 to Soukup Construction for Vandemark Project - \$ 62,567.93
 - *Pay Request #15 to Soukup Construction for Mickelson Road Project - \$69,415.73
 - *Discuss Bid Letting Timeframe for 9th Street Project (West of Vandemark Ave)
- Public Works Superintendent Report - Craig Wagner
- Finance Officer Report - Karen Wilber
- City Administrator Report - Teresa Sidel

Old Business

- Discuss Park Recreation Department
- Discuss Community Engagement Meeting - Dates, Times, Place, Agenda

New Business

- Review/Approve Surplus List

Correspondence

Executive Session (SDCL 1-25-2)

Adjournment

Next City Council Meeting: Tuesday - November 19, 2019

City Council Meeting – Regular Meeting October 15, 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, and Brittany Glanzer. Scott Nelson was absent with notice. Also present were City Administrator Teresa Sidel, City Finance Officer Karen Wilber, Assistant Public Works Superintendent Neil Hanisch, Chamber & Economic Development Director Jesse Fonkert, and City Engineer Ross Kuchta.

BUSINESS ITEMS:

- **Approve Agenda:** A motion was made by Jones, second by Brenneman to approve the agenda as set - all voted yes, motion carried.
- **Approval of the Minutes:** A motion was made by Jones, second by Kuehl to approve the meeting minutes from October 1, 2019 – all voted yes, motion carried.
- **Approval of the Bills:** A motion was made by Kuehl, second by Brenneman to approve the bills submitted for payment – all voted yes, motion carried.

PUBLIC COMMENTS: None.

VISITORS: Alysia Boysen and Jodi Fick with Siouxland Libraries were present to provide the council an update on the Hartford library. The new library location in the senior center had its one-year anniversary in August. Over the last year the library served over 400 people, checked out over 1,200 books, added expanded access hours, added an outdoor area among many other things. Fick thanked the city for their partnership with Siouxland Libraries. To commemorate that partnership, Fick presented Mayor Menning with a coin with the very fitting inscription of “Taking Care of Today for a Better Tomorrow”.

ORDINANCES, RESOLUTIONS, APPLICATIONS AND HEARINGS:

- **7:05 Public Hearing to Review Mickelson Road Assessment Rolls:**
 - Resolution 2019-10 Delayed Assessment Roll for Street, Curb & Gutter – this is a delayed assessment for three properties that are currently outside city limits for the street, curb & gutter on the Mickelson Road project. These assessments would come due only upon annexation of these parcels into city limits. A motion was made by Brenneman, second by Monahan to approve Resolution 2019-10 Delayed Assessment Roll for Street, Curb & Gutter – all voted yes, motion carried.
 - Resolution 2019-11 Delayed Assessment Roll for Water Mains – this is a delayed assessment for three properties that are currently outside city limits for the water mains on the Mickelson Road project. These assessments would come due only upon annexation of these parcels into city limits. A motion was made by Monahan, second by Jones to approve Resolution 2019-11 Delayed Assessment Roll for Water Mains – all voted yes, motion carried.
 - Resolution 2019-12 Delayed Assessment Roll for Sewer Mains – this is a delayed assessment for three properties that are currently outside city limits for the sewer mains on the Mickelson Road project. These assessments would come due only upon annexation of these parcels into city limits. A motion was made by Jones, second by Kuehl to approve Resolution 2019-12 Delayed Assessment Roll for Sewer Mains – all voted yes, motion carried.
 - Resolution 2019-13 Direct Assessment for Sidewalks – this is the assessment to abutting property owners for the sidewalks that were installed as part of the Mickelson Road project. There are two payment options available to property owners. Option #1 is to pay the assessment in full, or any portion thereof, by Dec 2, 2019 to avoid any interest charges. Option #2 is to make installments on any unpaid assessment balance over 5 years at an interest rate of 7%. Billing for Option #2 would be handled thru the Minnehaha County Treasurer as part of the property tax payment. A motion was made by Monahan, second by Brenneman to approve Resolution 2019-13 Direct Assessment for Sidewalks. Further discussion was held on the payment process. With Option #2, the County requires all assessment paperwork be filed with them by Nov 1st to then be assessed yet this year and payable the following year. Since the City will not make this Nov 1st deadline, this roll would not be assessed until 2020 and then payable in 2021. However, interest would start accruing as of Dec 2, 2019. Several property owners were present to address their concerns over the deadline of Dec 2, 2019 for them to pay the assessments in full. They feel if they would have been given more notice that they then could have planned accordingly. Another concern was the timing with the upcoming holiday season and the added expense that goes along with that. Sidel informed the council that when writing the resolution, she followed what had been done in the past for determining the due date. The council can adjust this date if they choose. Vote was taken with Jones abstaining and all others voting no – motion failed. A motion was made by Kuehl, second by Brenneman to approve Resolution 2019-13 Direct Assessment for Sidewalks with the modification that interest will start accruing if not paid in full by Oct 1, 2020 rather than Dec 2, 2019 – Jones abstained with all others voting yes, motion carried. There was discussion about whether a policy should be put in place that states the timeline the city should follow when processing these kinds of assessments. This will be put on the agenda for the next meeting.

- **1st Reading of Ordinance #679 – Key Lock Box System:** The Planning & Zoning board, at the request of Fire Chief Bryon Shumaker, is recommending approval of Ordinance #679, which would set minimum standards for a uniform key lock box system on controlled access buildings within the city. Currently the fire department holds several different keys/codes to several buildings throughout town to allow them access if an emergency situation would arise. Adopting a key lock box system would require the department to have just one key that would access all lock boxes in town. The lock boxes would then have the keys/codes for each building. The ordinance states that the following buildings would be required to have a key lock box: 1.) commercial, industrial and non-residential structures that are protected by automatic alarm systems or have restricted access; 2.) multi-family structures that have restricted access through locked doors or have a common corridor for access to the living units; and 3.) all properties with security gates at the vehicular entrance. All new structures would be required to follow the ordinance and any existing buildings would have a year to comply. There would be a monitoring system in place at the fire department level to know who/when/where the master key is being accessed. The property owner would be responsible for the cost of their box while the fire department would incur the cost of the monitoring system. A motion was made by Brenneman, second by Glanzer to approve 1st reading of Ordinance #679 – Key Lock Box System – all voted yes, motion carried.

REPORTS:

- **Fire Department Report:** Fire Chief Bryon Shumaker was present to give a department update to the council. Shumaker reported that September had 27 total calls with 10 in city limits. An update was given on the various trainings that were held for fire and EMS services. This past week they participated in Fire Prevention Week at the school.
- **Chamber & Economic Development Director Report:** Director Jesse Fonkert's report, recapping activities for both the Chamber and HADF, was provided to the council. Highlights: three new Chamber members in Sept, work continues on #DiscoverHartford videos/stories, held ribbon cutting for Blue42 and Balloon Squad USA, downtown events including a forum on Oct 22nd and a Wine Walk on Nov 1st, continues work on HADF capital campaign including interview with NCDS about possible partnership, Knotty Gnome received grant for a new sign, participated in tour of CemCast, ongoing communication with new business leads along with business retention, and attending several other meetings/events. Fonkert updated the council on the dog park recommendations received from city engineers. They recommend putting a temporary dog park in place at Turtle Creek Park just south of where Vandemark Ave ends at Railroad St. The cost would be less for a temporary site and doing the temporary site allows the city time to gauge how much it is used to justify spending the funds to erect at a permanent location. Fonkert will gather more information on materials/costs for a temporary site.
- **Engineer Report:** Ross Kuchta was present to provide engineer updates: Mickelson Road Improvements – The contractor is working on punch list items. A homeowner along Mickelson Rd was present to address his concerns with the quality of work on the sidewalk that abuts his property. Kuchta indicated that inspections of the project are ongoing, and items will be added to the punch list as needed. A notation will be made to address this area. Pay application #14 for work completed to date was presented to the council. A motion was made by Jones, second by Kuehl to approve pay application #14 to Soukup Construction, Inc. in the amount of \$25,983.07 – all votes yes, motion carried. Vandemark Roadway Improvements – The contractor is working on site cleanup, backfilling, placing topsoil along with gravel work on 9th St. Pay application #6 for work completed to date was presented to the council. Some on the council expressed their concerns over the attentiveness of the contractor during the final stages of this project. A motion was made by Kuehl, second by Brenneman to table any action on this pay application until the Nov 5th meeting – all votes yes, motion carried.
- **Public Works Report:** Public Works Superintendent Wagner's report was provided to the council. Highlights include:
 - Streets** – Staff has installed the box and equipped the newly purchased truck with the necessary tools to put it into service. Work continues on gravel roads. Wagner feels a second application of mag water will not be necessary. Street sweeping continues as needed. Mosquito spraying is done for the season. Wagner will be getting quotes for cleaning out two drainage areas since the city's equipment cannot reach these areas. Staff has started the tear out of the section of sidewalk along Mickelson Rd that needs to be repaired. The contractor should be finishing up the new concrete this week.
 - Water** – Some of the water mains for Knapps Landing have been installed and samples have been taken.
 - Sewer** – Discharging at the lagoons is finished. Staff addressed an issue with a check valve and sump pump at the main lift station.
 - Parks** – The evergreen tree at Century Park has been removed. A replacement will be planted yet this fall. The park bathrooms will remain open until the weather turns colder.
- **Finance Officer Report:** City Finance Officer Wilber's report was provided to the council. Items included cash balances, sales tax revenue and committee fund balances as of September 30th, a recap of bills submitted for payment and the calendar of events. The council attendance chart for May thru October was provided for review in preparation for payroll processing on Nov 1st.

- **City Administrator Report:** City Administrator Sidel's report was provided to the council. Sidel has started the annexation process on the parcel of property owned by Hartford Township. City Attorney Nelson has drafted a warranty deed to transfer the City owned lot on S. Main Ave to the HADF, which will be executed once title insurance has been secured. The City is currently advertising for snow removal help. Turtle Creek Highlands have platted their first 25 lots in the new development. The Planning & Zoning board is planning on holding a public meeting on Oct 29th to discuss the possible joint jurisdiction between the city and Minnehaha County. All property owners within the proposed joint jurisdiction area have been invited to attend.

OLD BUSINESS:

- **Discuss Allocation of Funds to Downtown Hartford for Leo Scherer Donation:** At the Oct 1st council meeting, Sandy Dean was present to discuss a donation that was made to the City back in 2007 from the estate of Leo Scherer. Dean feels when the \$10,379.51 donation was made, it should have been earmarked for a specific use. The donation was noted in the Feb 6, 2007 council meeting minutes but there was no mention of a proposed use for the funds. Dean is requesting that \$10,379.51 be put in the Downtown Hartford, Inc. committee funds with the understanding that this group would use these funds for projects that could be dedicated to the Scherer's. A motion was made by Monahan, second by Brenneman to transfer \$10,379.51 to Downtown Hartford, Inc's committee funds for use on projects that would honor the Scherer's as they see fit – all voted yes, motion carried.

NEW BUSINESS:

- **West Central Softball Request for Scoreboards:** Eric Kunzweiler and Brad Kramer, on behalf of Hartford Area Softball Association, were present. The group would like to install a scoreboard at center field of Field A in the City Park. They have secured funding from two different grants that totals \$4,000. This, along with the group's contribution of \$3,216, will fund all but \$3,000 of the project, which is estimated at \$10,216. They are requesting \$3,000 from the City and approval to install the scoreboard at Field A in the City Park, with the assistance of city staff. Both were made aware that once the scoreboard is installed on city owned land, it will become the property of the City. Discussion was also held on who would have access to running the scoreboard. A motion was made Jones, second by Glanzer to approve allocating \$3,000 from the general fund for the scoreboard project as presented – Kuehl abstained with all others voting yes, motion carried.
- **Review Tax Abatement Request on Parcel #86249:** State law allows property tax abatements for qualifying seniors and disabled veterans. The Minnehaha County Auditor has received an abatement request from a disabled veteran on a parcel of land that is located within Hartford city limits. This request needs to be approved by the governing board. A motion was made by Monahan, second by Brenneman to approve the property tax abatement request submitted on Parcel #86249 – all voted yes, motion carried.

CORRESPONDENCE: None.

ADJOURNMENT: A motion was made by Monahan, second by Brenneman to adjourn at 9:02pm – 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

APPLICATION FOR A SPECIAL EVENTS PERMIT
(No Alcohol Usage)

Hartford Hometown Christmas (organization/applicant), hereby makes application to the City of Hartford, South Dakota, to conduct an event described as follows:

Hartford Hometown Christmas 2019, December 1st. See Flier for schedule of events.

Such event shall be conducted on the 1st day of December, 2019, between the hours of 7am and 9pm.

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

Blocking the following streets from 4pm until after the conclusion of that parade – approx. 6:30pm. **Main Street** – blocking Main street from South Street to Get-n-Go. **Oaks Street** – blocking from South Street to 2nd street. **Railroad Street:** blocking from Main to Western.

Main street from 2nd Street to Menth: blocking from 11am until after the parade.

Use of city maintenance building for parade registration.

Marking Streets for 5k route as attached.

Fireworks along railroad street

Address of Event: Hartford – events being held at High School, American Legion, Brewery, Senior Center and Fire Station.

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

Lisa Hellvig 11/1/2019
Signature Date

Organization: Hartford Hometown Christmas
Applicant: Lisa Hellvig
Address: _____
Phone Number: (605)201-7136
Email: lisa@hartfordbc.com

.....
THIS PORTION FOR OFFICE USE

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

Signature Date

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

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

Please initial each of the above verifying compliance.

Requests from the Hartford Hometown Christmas Committee

2019

Street Closures on December 1st:

- **11am – 7pm**
 - **Closure of Main Avenue from Menth Street to Second street. Second Street can remain open until parade time.**

- **4pm – 7pm (Parade time 5:30)**
 - **Closure of Main Avenue just south of Hwy 38 to South Street for the parade. Closure of South Street from Main to Oaks avenue. Closure of Oaks Street between 2nd & South Street. Closure of Railroad Street between Main and Western.**

 - **The parade will proceed North on Main avenue to Hwy 38.**

 - **Use of City Shop for registrations and line up along south street and Oaks Avenue. Intersections and drives will not be blocked.**

Other:

- **The use of city barricades.**
- **Request city staff prepare for and monitor the bonfire in Century Park which will be held from 4pm – 5:30pm**
- **Use of city streets for horse drawn wagon rides. The route will basically include main street and 2nd / Going between downtown main street and the West Central High School. Entry will be the middle school parking lot off of 2nd street.**
- **Allowing City Streets to be marked with spray paint for the 5K and family fun walk. (See attached for map of these events.**
- **Allowing WC students, under director of adult, to paint the blades of the city plows to be showcased in the parade of lights. Allowing city personnel to drive the city plows in the parade of lights.**
- **Approval for the City personnel to work as needed for the event**
- **Permit Fireworks to be fired along railroad street with at least 500' distance from homes.**



TRAINING (WORKOUTS) ROUTES (USA) WORKOUTS (MAPMYRUN.COM/WORKOUTS) SHOW THE (PR/MY/CLUB/TEAM/ARMOUR.COM/EN



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Routes (/maps/) Find a Route (/routes/) Route Details

HTC 5K

DISTANCE
3.04
miles

CLIMB
64 ft

BEGINS IN: Hartford, SD, United States

CREATED BY: Jesse96253108

DESCRIPTION: This is a 3.04 mi route in Hartford, SD, United States. The route has a total ascent of 64.87 ft and has a maximum elevation of 1,591.21 ft. This route was created by [Jesse96253108 \(/profile/96253108/\)](#) on 09/25/2017. [View other maps \(/profile/96253108/\)](#) that Jesse96253108 has done or [find similar maps \(/us/\)](#).

TYPE: Run

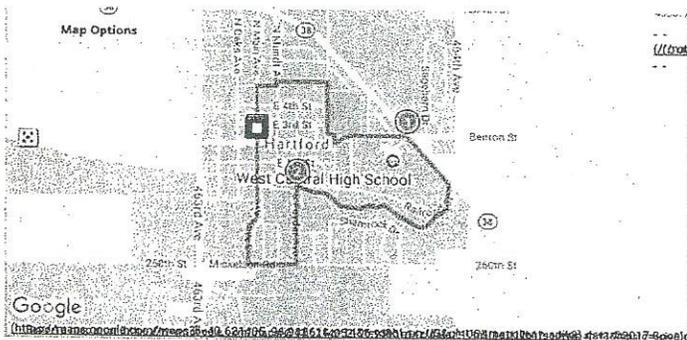
AVAIL. POINTS
0

SHARE: ([https://twitter.com/intent/tweet?](https://twitter.com/intent/tweet?url=http://www.mapmyrun.com/routes/view/1794444602&text=Check+out+this+map+on+%40MapMyRun%3A+3.04+mi+HTC+5K)
url=<http://www.mapmyrun.com/routes/view/1794444602>&text=Check+out+this+map+on+%40MapMyRun%3A+3.04+mi+HTC+5K) (<http://www.mapmyrun.com/routes/view/1794444602>) (mailto:
Subject=Check%20out%20this%20map%20on%20MapMyRun%3A%203.04%20mi%20HTC%205K&Body=Check%20out%20this%20map%20on%20MapMyRun%3A%203.04%20mi%20HTC%205K%0D%0ADistance%3A%203.04%20mi%0D%0Ahttp%3A//www.mapmyrun.com/routes/view/1794444602)

ACTIONS PRINT

SEND TO PHONE (HTTPS://WWW.MAPMYRUN.COM/AUTH/LOGIN?NEXT=%2FROUTES%2FVIEW%2F1794444602)

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There are no courses on this route.

ROUTE INFO

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Times Done: 0 - Viewed: 0 - Bookmarked: 0

Support
(http://)

ORDINANCE #679

FIRE CODE – KEY LOCK BOX SYSTEM

AN ORDINANCE OF THE CITY OF HARTFORD, SOUTH DAKOTA, AMENDING TITLE 9 PLANNING AND ZONING, CHAPTER 9.09 FIRE CODE

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF HARTFORD, SOUTH DAKOTA:

THAT TITLE 9, CHAPTER 9.09, SHALL BE AMENDED BY ADDING SECTION 9.0901 AND 9.0902 AS FOLLOWS:

9.0901 – KEY LOCK BOX SYSTEM

The most recent edition of the fire code which has been duly adopted by the State of South Dakota is hereby officially adopted for the City of Hartford.

Section 506.1 of the fire code allows the fire code official to require an approved key box to be installed in an approved location to gain necessary access into restricted or secured openings for live-saving or fire-fighting purposes.

The City of Hartford is enacting a key lock box system to allow the emergency responders the access necessary to promote the health, safety and welfare of its residents and to prevent forced entry damage to property or personnel. The regulations for the key lock box system will be as follows:

- A. Key Box System: The approved manufacturer of the lock box system used in the City of Hartford shall be by the Knox Company of Phoenix, Arizona. This system shall be required on the following structures:
 - Commercial, Industrial or Non-Residential Structures protected by an automatic alarm system or automatic suppression system, or such structures that are secured in a manner that restricts access during an emergency.
 - Multi-Family residential structures that have restricted access through locked doors or have a common corridor for access to the living units
 - All properties having a security gate at the vehicular entrance to the propertyAll newly constructed structures subject to this section shall have the key lock box installed and operational prior to the issuance of an occupancy permit. All structures in existence on the effective date of this ordinance and subject to this section shall have one year from the effective date of this ordinance to have a key lock box installed and operational.
- B. Location of Key Box: The key box system shall be securely installed on the address side of the building within 15 feet of the main entrance or at an alternate location approved by the Hartford Fire Chief.
- C. Key Box Contents: All master keys, key codes or card entry systems for all exterior doors shall be kept inside the key box system. Each item in the key box must be clearly labeled.
- D. Style of Key Box: The style or type of the key box shall be determined and approved by the Hartford Area Fire and Rescue Fire Chief.

- E. Purchase of Key Box: It shall be the responsibility of the property owner to purchase, install and maintain the key box system.
- F. Changes: The owner of the property shall immediately notify the Fire Chief when any locks within their property are added, changed or rekeyed.
- G. Master Key: Only the approved emergency responders will have access to the lock box master key. Access is monitor by the Hartford Area Fire and Rescue.

9.0902 – VIOLATIONS

Any entity violating any of the provision of this Ordinance or failing or neglecting or refusing to obey any order or notice of the Fire Chief or the City of Hartford is subject to the following penalty: Every violation of any of the provisions of this ordinance shall be punishable by a fine not exceeding two hundred dollars (\$200.00) or by imprisonment for a period not exceeding thirty (30) days or both such fine and imprisonment.

Adopted this 5th day of November, 2019.

Mayor Jeremy Menning

ATTEST:

Karen Wilber, Finance Officer

(seal)

First Reading: October 15, 2019
Second Reading and Adoption: November 5, 2019
Publication: November 14, 2019
Effective: December 4, 2019

RESOLUTION # 2019-14

Resolution to Transfer Funds from the Kelly Point Escrow Account in the General Fund to the Mickelson Road Fund

WHEREAS, the City of Hartford set up the Kelly Point Escrow Account on May 15, 2006 for funds received for street improvements on Mickelson Road;

WHEREAS, these Mickelson Road Improvements were substantially completed on September 3, 2019;

WHEREAS, these escrow funds need to be transferred to the Mickelson Road Fund for payment of the project;

THEREFORE, LET IT BE RESOLVED, that the amount of \$75,620.51, plus any interest accumulated after September 30, 2019, be transferred from the Kelly Point Escrow Account in the General Fund (101) to the Mickelson Road Fund (505).

Dated this 5th day of November 2019

Jeremy Menning
Mayor

ATTEST:

Karen Wilber
Finance Officer

(Seal)

Resolution 2019-15
CITY OF HARTFORD, SOUTH DAKOTA

GENERAL ASSESSMENT POLICY
(For Streets & Sidewalks, Water Mains, Sanitary Sewer)

WHEREAS, the City of Hartford has established a General Assessment Policy; and

WHEREAS, the City of Hartford desires to amend the General Assessment Policy; and

WHEREAS, the City wishes to set the policy to provide fair adjustments to property owners,

BE IT RESOLVED that:

A. SPECIAL ASSESSMENTS - GENERAL

The special assessment rate for any ~~special assessment project street and sidewalk improvement shall be the actual cost of the improvement but~~ is not to exceed \$100.00 per lineal foot as computed per the City's General Assessment Policy as described within. Sidewalks shall be considered as part of a street project for assessment purposes and the total assessment cost of both the street and sidewalk improvement shall not exceed \$100.00 per lineal foot.

The special assessment rates for any sanitary sewer improvements or water main improvements shall be the actual cost of the improvement per lineal foot as computed per the City's General Assessment Policy as described within. If a sanitary sewer district is established and the cost is calculated on a per acre basis, then the actual cost of the sanitary sewer improvements will be divided upon a per acre basis.

The cost of installing the improvement in front of, past or to any particular parcel of property is not the basis for assessment.

All property within the assessment project, whether public or private property is assessed in the same manner.

All footages are computed and recorded to the nearest tenth of a foot. Areas are computed and recorded to the nearest square foot.

In general, the front footage is computed along property lines fronting and/or abutting on public street or right-of-way. Footage is not generally computed for utilities located within an easement unless the utility is located in the easement to specifically serve that property or the utility serves the property and the utility does not front on the property in

public street or right-of-way.

B. ASSESSMENT DATES

Once a project is substantially completed, the property owner will have until October 1st of the following year for payment to the City before an assessment roll will be passed and filed with the county assessor's office.

C. BASIC ASSESSMENT DATA REQUIRED FOR EACH PARCEL

1. Adjusted Front Footage (Used to calculate the lineal footage for all frontage abutting street and sidewalks, sanitary sewer, and water main, ~~sidewalk and street light~~ improvements.)

Adjusted front footage method involves adjustment of odd-shaped lots to an average frontage that would be equivalent to the frontage of a rectangular shaped lot of the same area and depth.

DE. DETAILS OF COMPUTING ADJUSTED FRONT FOOTAGE (See Exhibit A)

1. Odd-Shaped Lots (A)

For odd-shaped lots, such as exist on cul-de-sacs or triangular intersections, etc., the adjusted front footage is computed by dividing the area of the lot, up to a maximum distance of 150 feet from the street where the improvement is to be installed, by 150 (or by the average depth, if less than 150 feet).

See Example 1(A), Exhibit A.

2. Approximately Rectangular Lots (B)

For a lot which is approximately rectangular, the adjusted front footage is computed by averaging the front and back sides of the lot. If the lot is deeper than 150 feet, the width at the 150 foot depth is used for the back lot line. This method is used only where the divergence between front and rear lot lines is five feet or less.

See Example 2 (B), Exhibit A.

3. Rectangular Lots (C)

For the normal rectangular lot, the adjusted front footage is the actual front footage of the lot.

4. Shallow Lots (D)

For rectangular lots less than 120 feet in depth, or irregular lots averaging less than 120 feet in depth, the adjusted front footage is determined by actual lot area divided by 120 feet.

See Example 3(D), Exhibit A.

5. Corner Lots or Multiple Frontage Lots (E)

Corner lots with frontage on two or more streets are assessed for the sum of the actual or adjusted front footage on each street less a credit equal to the lesser of the smaller front footage or 25 feet. The 25' credit shall apply to the adjusted front footage of each individual side as included. Providing for a break to corner or multi frontage lots that have been assessed for 100% of their frontage for curb, gutter and asphalt on the first side for projects assessed since January 1997. The adjustment will provide up to a 50 foot break on the second side if they did not receive a break on the first side or a subsequent adjustment.

See Example 4 (E), Exhibit A.

6. Double Frontage Lots (F)

Assessable front footage for double frontage lots is computed in like manner to corner lots. The adjusted front footage shall be the sum of the actual or adjusted front footage on each street less a credit equal to the lesser of the smaller front footage or 25 feet. The 25' credit shall apply to the adjusted front footage of each individual side as included.

See Example 5 (F), Exhibit A.

7. Neck Lots (G)

Lots which have a small frontage on a street, with a narrow strip running back to a larger lot area, an adjusted frontage is calculated using method A, B, C or D on the portion of the lot being provided service through the narrow strip.

See Example 6 (G), Exhibit A.

8. Areas Partially Served by Utilities (H)

For any tract or parcel which is only partially served, only that part so served will be assessed and computed as adjusted front footage for the particular project for which the assessment is figured.

See Examples 7 (H) and 8 (H), Exhibit A.

BE IT FURTHER RESOLVED that this resolution is hereby adopted and effective from November 19, 2019

Jeremy Menning, Mayor

(seal)

ATTEST:

Karen Wilber, Finance Officer

1st Reading: November 5, 2019
2nd Reading & Approval: November 19, 2019
Published: November 27, 2019
Effective: December 18, 2019

MCSO HARTFORD SUBSTATION 30 DAY WRAPUP, NOVEMBER 2019

Traffic Stops: 94 (increase of 25 stops)

Civil Paper Service: 39 (increase of 39)

Security checks: 13 (decrease of 2)

Warrant service: 10 (decrease of 1)

Traffic Accidents: 2 (=)

Disorderly Subjects: 3 (decrease of 3)

Family Disputes: 3 (decrease of 1)

Fraud: 1 (decrease of 2)

Juvenile delinquency: 4 (=)

Larceny: 1 (NEW)

Narcotics: 4 (NEW)

Noise disturbance: 2 (increase of 1)

Reckless driver: 4 (NEW)

Runaway: 2 (NEW)

Sex offenses: 2 (NEW)

Vandalism: 3 (NEW)

Medical calls: 3 (decrease of 6)

911 Hangup: 12 (increase of 9)

Animal problem: 4 (increase of 1)

Total calls for service including Deputy initiated: 275 = 9.1 calls for service per day (30 day factor)



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 | The project is substantially complete. A list of remaining or corrective work was sent to the Contractor in a punch list (see linked correspondence). The contractor will complete the work over the next several weeks as the weather allows.

-  **Correspondence** | Certificate of substantial completion and associated punch lists
 -  **Action** | Pay Application #6 will be presented for Council action. Our office recommends approval.
 -  **Action** | Pay Application #7 will be presented for Council action. Our office recommends approval.
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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 | The project is substantially complete. A list of punch list items was presented to the Contractor to complete (see linked). Stockwell staff will be working on record drawings for the project and conducting a LOMR to finalize elevations with FEMA.

-  **Correspondence** | Warranty Punch List & Substantial Completion Punch List
 -  **Action** | Pay Application #15 will be presented for Council action. Our office recommends approval.
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9th Street Improvements

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

Update | The Council will consider advertising the project at the council meeting. Construction documents will be revised and updated for bidding this winter.

Industrial Park Sanitary Sewer Extension

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



Update | Easements were presented to landowners along the project. Once executed, design work will resume.



Swenson Park Sports Complex Grading – Phase 2

The Swenson Park Sports Complex Grading - Phase 2 project generally consists of grading approximately 33 acres of the Swenson Park Sports Complex site that was not previously graded. Improvements will include grading, storm sewer installation, erosion control and seeding. RMS Excavating is the contractor.

Update | The Contractor reseeded the site on August 13. The seed has germinated and is beginning to fill in. The Contractor is preparing submittals for final payment.

CIP Updates and Rate Study

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

Update | A review meeting was held with City staff to review the infrastructure plan and project list portion of the CIP. Stockwell staff will develop and finalize the CIP based on those discussions.

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: Western Meadows, Blk 1, Lots 1A Plan Review ▪ Turtle Creek Inspections ▪ Coffee Cup Expansion Site Plan Review ▪ Knapp's Landing Inspections ▪ Haines Add, Lot 1 Plat Review

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>Six</u>	Application Date: <u>10/8/2019</u>
Application Period: <u>From 9/7/2019</u>	<u>to 10/4/2019</u>

1. Original Contract Price	\$ 1,199,999.00
2. Net change by Change Orders	\$ 109,508.68
3. Current Contract Price (Line 1 + Line 2)	\$ 1,309,507.68
4. Total Work completed and materials stored to date	\$1,207,880.20
5. Retainage	
a. <u>10%</u> X <u>\$1,207,880.20</u> Work Completed	\$ 120,788.02
6. Amount eligible to date (Line 4 - Line 5.a)	\$1,087,092.18
7. Less previous payments	\$ 907,168.83
8. Amount due this application	\$ 179,923.35

Liquidated Damages Charged (Days)			
a.	X	\$ 1,250.00 Substantial Completion	\$ -
b.	X	\$ 625.00 Final Completion	\$ -

PAYMENT THIS APPLICATION	\$ 179,923.35
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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:** 10/10/2019

Recommended by Engineer	Approved by Owner
By: <u></u>	By: _____
Title: <u>Engineer of Record</u>	Title: _____
Date: <u>10.10.19</u>	Date: _____

Progress Estimate - Unit Price Work

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 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.: Six Application Period: From 09/07/19 to 10/04/19 Application Date: 10/08/19

Item No.	Description	Plan Units	Plan		Total to Date		Past Application		This Application		Remarks
			Quantity	Unit Price	Quantity	Earned	Quantity	Price	Quantity	Price	
1	Mobilization	LS	1	\$54,726.25	1	\$54,726.25	1	\$54,726.25	0	\$0.00	
2	Incidental Work	LS	1	\$5,000.00	0.75	\$3,750.00	0.75	\$3,750.00	0	\$0.00	
3	Trench Dewatering	LS	1	\$525.00	1	\$525.00	1	\$525.00	0	\$0.00	
4	Traffic Control Signs	SF	157	\$2.20	157	\$345.40	157	\$345.40	0	\$0.00	
5	Traffic Control, Miscellaneous	LS	1	\$2,200.00	1	\$2,200.00	1	\$2,200.00	0	\$0.00	
6	Type 3 Barricade, 8' Double Sided	Each	25	\$44.00	25	\$1,100.00	25	\$1,100.00	0	\$0.00	
7	Water For Granular Material	MGal	95	\$15.00		\$0.00		\$0.00	0	\$0.00	
8	Temporary Boardwalk	LF	100	\$14.00		\$0.00		\$0.00	0	\$0.00	
9	Locate Utility	Each	4	\$200.00	5	\$1,000.00	5	\$1,000.00	0	\$0.00	
10	Special Permanent Seed Mixture 1	Lb	578	\$8.36	132	\$1,103.52		\$0.00	132	\$1,103.52	
11	Special Permanent Seed Mixture 2	Lb	74	\$13.20		\$0.00		\$0.00	0	\$0.00	
12	Fertilizing	Lb	889	\$1.10	181	\$199.10		\$0.00	181	\$199.10	
13	Fiber Mulching	Lb	8145	\$0.55	1812	\$996.60		\$0.00	1812	\$996.60	
14	Erosion Control Blanket	SY	1202	\$2.15		\$0.00		\$0.00	0	\$0.00	
15	Weed Control	SY	14294	\$0.06		\$0.00		\$0.00	0	\$0.00	
16	Overseed	SY	10760	\$0.47		\$0.00		\$0.00	0	\$0.00	
17	Inlet Protection	Each	11	\$88.00	6	\$528.00	6	\$528.00	0	\$0.00	
18	Temporary Vehicle Tracking Control	Each	4	\$425.00	1	\$425.00	1	\$425.00	0	\$0.00	
19	Concrete Washout Facility	Each	2	\$375.00	2	\$750.00	2	\$750.00	0	\$0.00	
20	Rip Rap, Class B	Ton	35	\$34.00		\$0.00		\$0.00	0	\$0.00	
21	Silt Fence	Ft	68	\$5.50	68	\$374.00	68	\$374.00	0	\$0.00	
22	12" Sediment Control Wattle	Ft	20	\$4.40		\$0.00		\$0.00	0	\$0.00	
23	Clearing	LS	1	\$1,100.00	1	\$1,100.00	1	\$1,100.00	0	\$0.00	
24	Remove Concrete Curb and Gutter	Ft	32	\$12.50	32	\$400.00	32	\$400.00	0	\$0.00	
25	Remove Concrete Pavement	SY	631	\$7.00	631	\$4,417.00	631	\$4,417.00	0	\$0.00	
26	Remove Concrete Sidewalk	SY	51	\$6.00	51	\$306.00	51	\$306.00	0	\$0.00	
27	Remove Asphalt Concrete Pavement	SY	390	\$3.25	390	\$1,267.50	390	\$1,267.50	0	\$0.00	

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 Contract: Prime

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

Application No.: Six Application Period: From 09/07/19 to 10/04/19 Application Date: 10/08/19

Item No.	Description	Plan Units	Plan		Total to Date		Past Application		This Application		Remarks
			Quantity	Unit Price	Quantity	Earned	Quantity	Price	Quantity	Price	
28	Saw Existing PCC Pavement	LF	228	\$6.25	228	\$1,425.00	228	\$1,425.00	0	\$0.00	
29	Saw Existing Asphalt	LF	179	\$2.50	179	\$447.50	179	\$447.50	0	\$0.00	
30	Clear and Grub Tree, 6" To 24"	Each	29	\$235.00	29	\$6,815.00	29	\$6,815.00	0	\$0.00	
31	Clear and Grub Tree, 25" To 36"	Each	2	\$1,200.00	2	\$2,400.00	2	\$2,400.00	0	\$0.00	
32	Remove & Reset Sign	Each	15	\$110.00		\$0.00		\$0.00	0	\$0.00	
33	Temporary Mailbox	Each	9	\$110.00	9	\$990.00	9	\$990.00	0	\$0.00	
34	Manhole Construction Plate Marker	Each	7	\$165.00	7	\$1,155.00	7	\$1,155.00	0	\$0.00	
35	Remove Retaining Wall	Ft	15	\$75.00	15	\$1,125.00	15	\$1,125.00	0	\$0.00	
36	Unclassified Excavation	CY	11730	\$9.40	11730	\$110,262.00	10220	\$96,068.00	1510	\$14,194.00	CCO#2
37	Placing Contractor Furnished Topsoil	CY	3335	\$14.50	2668	\$38,686.00	1000.5	\$14,507.25	1667.5	\$24,178.75	
38	Scarify and Recompact Subgrade	SY	16937	\$0.80	16937	\$13,549.60	10127	\$8,101.60	6810	\$5,448.00	CCO#2
39	Trench Stabilization Material	Ton	200	\$0.02		\$0.00		\$0.00	0	\$0.00	
40	Select Fill	Ton	500	\$0.02		\$0.00		\$0.00	0	\$0.00	
41	Sanitary Sewer Manhole Barrel	Each	1	\$660.00	3	\$1,980.00	3	\$1,980.00	0	\$0.00	
42	Sanitary Sewer Manhole Cone	Each	1	\$378.00	1	\$378.00	1	\$378.00	0	\$0.00	
43	Manhole Frame and Cover	Each	2	\$320.25	2	\$640.50	2	\$640.50	0	\$0.00	
44	Manhole External Frame Seal	Each	2	\$420.00	7	\$2,940.00	7	\$2,940.00	0	\$0.00	
45	Sewer Cleanout Assembly	Each	1	\$468.00		\$0.00		\$0.00	0	\$0.00	
46	Manhole Exfiltration\Vacuum Test	Each	2	\$158.00		\$0.00		\$0.00	0	\$0.00	
47	Remove Fire Hydrant	Each	2	\$210.00	2	\$420.00	2	\$420.00	0	\$0.00	
48	Remove Water Main	Ft	1172	\$2.10	1162	\$2,440.20	1162	\$2,440.20	0	\$0.00	
49	Salvage & Reset Fire Hydrant	Each	3	\$677.25		\$0.00		\$0.00	0	\$0.00	
50	6" C900 DR18 PVC Water Main	Ft	71	\$18.90	72	\$1,360.80	72	\$1,360.80	0	\$0.00	
51	8" C900 DR18 PVC Water Main	Ft	1014	\$25.20	1004	\$25,300.80	1004	\$25,300.80	0	\$0.00	
52	6" MJ Gate Valve with Box	Each	3	\$1,025.00	6	\$6,150.00	6	\$6,150.00	0	\$0.00	
53	8" MJ Gate Valve with Box	Each	9	\$1,386.00	8	\$11,088.00	8	\$11,088.00	0	\$0.00	
54	8" MJ Bend	Each	12	\$346.50	10	\$3,465.00	10	\$3,465.00	0	\$0.00	

Progress Estimate - Unit Price Work

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 Contract: Prime

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

Application No.: Six Application Period: From 09/07/19 to 10/04/19 Application Date: 10/08/19

Item No.	Description	Plan		Total to Date		Past Application		This Application		Remarks	
		Units	Quantity	Unit Price	Quantity	Earned	Quantity	Price	Quantity		Price
55	8" x 6" MJ Tee	Each	3	\$488.25	3	\$1,464.75	3	\$1,464.75	0	\$0.00	
56	8" x 8" MJ Tee	Each	1	\$577.50		\$0.00		\$0.00	0	\$0.00	
57	8" x 6" MJ Reducer	Each	2	\$367.50	2	\$735.00	2	\$735.00	0	\$0.00	
58	8" x 8" MJ Cross	Each	1	\$698.25	2	\$1,396.50	2	\$1,396.50	0	\$0.00	
59	6" MJ Cap	Each	1	\$179.00		\$0.00		\$0.00	0	\$0.00	
60	8" MJ Cap	Each	1	\$168.00	1	\$168.00	1	\$168.00	0	\$0.00	
61	6" MJ Sleeve	Each	3	\$362.25	3	\$1,086.75	3	\$1,086.75	0	\$0.00	
62	8" MJ Sleeve	Each	4	\$425.25	3	\$1,275.75	3	\$1,275.75	0	\$0.00	
63	Fire Hydrant	Each	3	\$3,218.25	6	\$19,309.50	6	\$19,309.50	0	\$0.00	
64	6" Fire Hydrant Extension	Each	1	\$451.50		\$0.00		\$0.00	0	\$0.00	
65	12" Fire Hydrant Extension	Each	1	\$645.75		\$0.00		\$0.00	0	\$0.00	
66	Temporary Fire Hydrant	Each	1	\$1,434.00	1	\$1,434.00	1	\$1,434.00	0	\$0.00	
67	Cut and Tie To Existing Water Main	Each	7	\$1,050.00	6	\$6,300.00	6	\$6,300.00	0	\$0.00	
68	1" Water Service	Ft	513	\$15.75	513	\$8,079.75	513	\$8,079.75	0	\$0.00	
69	Reconnect Water Service (1")	Each	8	\$525.00	8	\$4,200.00	8	\$4,200.00	0	\$0.00	
70	Water Service Stub-out (1")	Each	7	\$498.75	7	\$3,491.25	7	\$3,491.25	0	\$0.00	
71	Temporary Water Service	Each	7	\$351.75	7	\$2,462.25	7	\$2,462.25	0	\$0.00	
72	Remove Pipe End Section	Each	3	\$105.00	3	\$315.00	3	\$315.00	0	\$0.00	
73	Remove Storm Sewer Pipe	Ft	430	\$8.40	430	\$3,612.00	430	\$3,612.00	0	\$0.00	
74	18" RCP Class 3, Furnish	Ft	1209	\$16.80	1298	\$21,806.40	1259	\$21,151.20	39	\$655.20	
75	18" RCP, Install	Ft	1209	\$23.10	1298	\$29,983.80	1259	\$29,082.90	39	\$900.90	
76	24" RCP Class 3, Furnish	Ft	1651	\$21.00	1650	\$34,650.00	1650	\$34,650.00	0	\$0.00	
77	24" RCP, Install	Ft	1651	\$23.10	1650	\$38,115.00	1650	\$38,115.00	0	\$0.00	
78	30" RCP Class 3, Furnish	Ft	33	\$35.70	33	\$1,178.10	33	\$1,178.10	0	\$0.00	
79	30" RCP, Install	Ft	33	\$31.50	33	\$1,039.50	33	\$1,039.50	0	\$0.00	
80	36" RCP Arch Class 3, Furnish	Ft	99	\$101.85	99	\$10,083.15	99	\$10,083.15	0	\$0.00	
81	36" RCP Arch, Install	Ft	99	\$50.40	99	\$4,989.60	99	\$4,989.60	0	\$0.00	

Progress Estimate - Unit Price Work

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 Contract: Prime

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

Application No.: Six Application Period: From 09/07/19 to 10/04/19 Application Date: 10/08/19

Item No.	Description	Units	Plan		Total to Date		Past Application		This Application		Remarks
			Quantity	Unit Price	Quantity	Earned	Quantity	Price	Quantity	Price	
82	18" RCP Bend, Furnish	Each	1	\$257.25		\$0.00		\$0.00	0	\$0.00	
83	18" RCP Bend, Install	Each	1	\$168.00		\$0.00		\$0.00	0	\$0.00	
84	30" RCP Flared End, Furnish	Each	1	\$331.00	1	\$331.00	1	\$331.00	0	\$0.00	
85	30" RCP Flared End, Install	Each	1	\$263.00	1	\$263.00	1	\$263.00	0	\$0.00	
86	36" RCP Arch Flared End, Furnish	Each	1	\$657.00	1	\$657.00	1	\$657.00	0	\$0.00	
87	36" RCP Arch Flared End, Install	Each	1	\$315.00	1	\$315.00	1	\$315.00	0	\$0.00	
88	Class M6 Concrete	CY	47.01	\$787.50	51.52	\$40,572.00	47.14	\$37,122.75	4.38	\$3,449.25	
89	Reinforcing Steel	Lb	2388	\$1.73	2601	\$4,499.73	2388	\$4,131.24	213	\$368.49	
90	Type B Frame and Grate Assembly	Each	8	\$645.75	9	\$5,811.75	8	\$5,166.00	1	\$645.75	
91	Junction Box Frame & Cover	Each	8	\$446.25	9	\$4,016.25	4	\$1,785.00	5	\$2,231.25	
92	Special Frame & Cover Assembly	Each	4	\$567.00	5	\$2,835.00		\$0.00	5	\$2,835.00	
93	6" PVC Cap	Each	3	\$11.00	4	\$44.00	3	\$33.00	1	\$11.00	
94	6" PVC SDR 35 Storm Sewer	Ft	564	\$15.75	443	\$6,977.25	439	\$6,914.25	4	\$63.00	
95	Sump Pump Manhole	Each	3	\$920.00	1	\$920.00	1	\$920.00	0	\$0.00	
96	Sump Pump Collection Service	Each	4	\$174.00	3	\$522.00	3	\$522.00	0	\$0.00	
97	Geotextile Fabric For Subgrade	SY	10127	\$1.88	10127	\$19,038.76	10127	\$19,038.76	0	\$0.00	
98	Aggregate Base Course	Ton	7945	\$13.70	7510.41	\$102,892.62	7510.41	\$102,892.62	0	\$0.00	
99	Gravel Surfacing	Ton	4595	\$13.70		\$0.00		\$0.00	0	\$0.00	CCO#2
100	Concrete Curb and Gutter, Type SF66	Ft	3854	\$13.80	3854	\$53,185.20	3854	\$53,185.20	0	\$0.00	
101	6" PCC Fillet Section	SY	204	\$74.50	204	\$15,198.00	204	\$15,198.00	0	\$0.00	
102	Concrete Valley Gutter, 6" Thick	SY	118	\$74.50	118	\$8,791.00	118	\$8,791.00	0	\$0.00	
103	Asphalt Concrete Composite, PG58-34	Ton	2490	\$79.65	2658.93	\$211,783.77	1629.25	\$129,769.76	1029.68	\$82,014.01	
104	Adjust Manhole	Each	16	\$315.00	16	\$5,040.00	11	\$3,465.00	5	\$1,575.00	
105	Valve Box Adjustment	Each	14	\$136.50	12	\$1,638.00	12	\$1,638.00	0	\$0.00	
106	6" PCC Approach/Driveway Pavement	SY	878	\$52.50	878	\$46,095.00	878	\$46,095.00	0	\$0.00	
107	4" Concrete Sidewalk	SF	11221	\$5.61	11221	\$62,949.81	5522	\$30,978.42	5699	\$31,971.39	
108	6" Concrete Sidewalk	SF	2930	\$6.40	2930	\$18,752.00	2536	\$16,230.40	394	\$2,521.60	

Progress Estimate - Unit Price Work

Contractor's Application for Payment

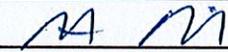
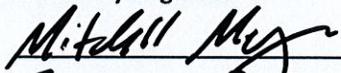
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109	Detectable Warning Panels	SF	212	\$52.50	212	\$11,130.00	16	\$840.00	196	\$10,290.00	
110	6" Accessible Curb Ramp Sidewalk	SF	1839	\$8.66	1839	\$15,925.74	192	\$1,662.72	1647	\$14,263.02	
111	Reset Mailbox	Each	7	\$165.00		\$0.00		\$0.00	0	\$0.00	
112	Special Right-Of-Way Fence	Ft	100	\$18.70		\$0.00		\$0.00	0	\$0.00	
113	Retaining Wall SDDOT Type C	SF	422	\$89.25	422	\$37,663.50	422	\$37,663.50	0	\$0.00	
114	Reconnect Water Service (1.5")	Each	3	\$840.00	3	\$2,520.00	3	\$2,520.00	0	\$0.00	CCO#1
115	Surge Rock	Ton	890	\$24.50	890	\$21,805.00	890	\$21,805.00	0	\$0.00	CCO#1
Contract Totals						\$1,207,880.20	\$1,007,965.37	\$199,914.83			

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>Seven</u>	Application Date: <u>10/31/2019</u>
Application Period: From <u>10/5/2019</u> to <u>10/25/2019</u>	
1. Original Contract Price	\$ 1,199,999.00
2. Net change by Change Orders	\$ 109,508.68
3. Current Contract Price (Line 1 + Line 2)	\$ 1,309,507.68
4. Total Work completed and materials stored to date	\$1,277,400.12
5. Retainage	
a. <u>10%</u> X <u>\$1,277,400.12</u> Work Completed	\$ 127,740.01
6. Amount eligible to date (Line 4 - Line 5.a)	\$1,149,660.11
7. Less previous payments	\$ 1,087,092.18
8. Amount due this application	\$ 62,567.93
Liquidated Damages Charged (Days)	
a. _____ X \$ 1,250.00 Substantial Completion	\$ -
b. _____ X \$ 625.00 Final Completion	\$ -
PAYMENT THIS APPLICATION	
	\$ 62,567.93
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: <u>Soukup Construction, Inc.</u>	
Signature: <u></u>	Date: <u>10/31/2019</u>
Recommended by Engineer	Approved by Owner
By: <u></u>	By: _____
Title: <u>Engineer of Record</u>	Title: _____
Date: <u>10/31/19</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: VanderMark 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.: Seven Application Period: From 10/05/19 to 10/25/19 Application Date: 10/31/19

Item No.	Description	Units	Plan Quantity	Unit Price	Quantity	Total to Date Earned	Past Application Quantity	Price	This Application Quantity	Price	Remarks
1	Mobilization	LS	1	\$54,726.25	1	\$54,726.25	1	\$54,726.25	0	\$0.00	
2	Incidental Work	LS	1	\$5,000.00	1	\$5,000.00	0.75	\$3,750.00	0.25	\$1,250.00	
3	Trench Dewatering	LS	1	\$525.00	1	\$525.00	1	\$525.00	0	\$0.00	
4	Traffic Control Signs	SF	157	\$2.20	157	\$345.40	157	\$345.40	0	\$0.00	
5	Traffic Control, Miscellaneous	LS	1	\$2,200.00	1	\$2,200.00	1	\$2,200.00	0	\$0.00	
6	Type 3 Barricade, 8' Double Sided	Each	25	\$44.00	25	\$1,100.00	25	\$1,100.00	0	\$0.00	
7	Water For Granular Material	Mgal	95	\$15.00	95	\$1,425.00	95	\$1,425.00	0	\$0.00	
8	Temporary Boardwalk	LF	100	\$14.00	100	\$1,400.00	100	\$1,400.00	0	\$0.00	
9	Locate Utility	Each	4	\$200.00	4	\$800.00	4	\$800.00	0	\$0.00	
10	Special Permanent Seed Mixture 1	Lb	578	\$8.36	578	\$4,832.08	132	\$1,103.52	446	\$3,728.56	
11	Special Permanent Seed Mixture 2	Lb	74	\$13.20	74	\$976.80	74	\$976.80	0	\$0.00	
12	Fertilizing	Lb	889	\$1.10	889	\$977.90	181	\$199.10	708	\$778.80	
13	Fiber Mulching	Lb	8145	\$0.55	8145	\$4,479.75	1812	\$996.60	6333	\$3,483.15	
14	Erosion Control Blanket	SY	1202	\$2.15	1202	\$2,584.30	1202	\$2,584.30	0	\$0.00	
15	Weed Control	SY	14294	\$0.06	14294	\$857.64	14294	\$857.64	0	\$0.00	
16	Overseed	SY	10760	\$0.47	10760	\$5057.20	10760	\$5057.20	0	\$0.00	
17	Inlet Protection	Each	11	\$88.00	11	\$968.00	11	\$968.00	0	\$0.00	
18	Temporary Vehicle Tracking Control	Each	4	\$425.00	4	\$1,700.00	4	\$1,700.00	0	\$0.00	
19	Concrete Washout Facility	Each	2	\$375.00	2	\$750.00	2	\$750.00	0	\$0.00	
20	Rip Rap, Class B	Ton	35	\$34.00	35	\$1,190.00	35	\$1,190.00	0	\$0.00	
21	Silt Fence	Ft	68	\$5.50	68	\$374.00	68	\$374.00	0	\$0.00	
22	12" Sediment Control Wattle	Ft	20	\$4.40	20	\$88.00	20	\$88.00	0	\$0.00	
23	Clearing	LS	1	\$1,100.00	1	\$1,100.00	1	\$1,100.00	0	\$0.00	
24	Remove Concrete Curb and Gutter	Ft	32	\$12.50	32	\$400.00	32	\$400.00	0	\$0.00	
25	Remove Concrete Pavement	SY	631	\$7.00	631	\$4,417.00	631	\$4,417.00	0	\$0.00	
26	Remove Concrete Sidewalk	SY	51	\$6.00	51	\$306.00	51	\$306.00	0	\$0.00	
27	Remove Asphalt Concrete Pavement	SY	390	\$3.25	390	\$1,267.50	390	\$1,267.50	0	\$0.00	

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner: City of Hartford
 Engineer: Stockwell Engineers, Inc.
 Contractor: Soukup Construction, Inc.
 Project: VanderMark 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.: Seven Application Period: From 10/05/19 to 10/25/19 Application Date: 10/31/19

Item No.	Description	Units	Plan Quantity	Unit Price	Total to Date		Past Application		This Application		Remarks
					Quantity	Earned	Quantity	Price	Quantity	Price	
28	Saw Existing PCC Pavement	LF	228	\$6.25	228	\$1,425.00	228	\$1,425.00	0	\$0.00	
29	Saw Existing Asphalt	LF	179	\$2.50	179	\$447.50	179	\$447.50	0	\$0.00	
30	Clear and Grub Tree, 6" To 24"	Each	29	\$235.00	29	\$6,815.00	29	\$6,815.00	0	\$0.00	
31	Clear and Grub Tree, 25" To 36"	Each	2	\$1,200.00	2	\$2,400.00	2	\$2,400.00	0	\$0.00	
32	Remove & Reset Sign	Each	15	\$110.00	15	\$1,650.00	15	\$1,650.00	0	\$0.00	
33	Temporary Mailbox	Each	9	\$110.00	9	\$990.00	9	\$990.00	0	\$0.00	
34	Manhole Construction Plate Marker	Each	7	\$165.00	7	\$1,155.00	7	\$1,155.00	0	\$0.00	
35	Remove Retaining Wall	Ft	15	\$75.00	15	\$1,125.00	15	\$1,125.00	0	\$0.00	
36	Unclassified Excavation	CY	11730	\$9.40	11730	\$110,262.00	11730	\$110,262.00	0	\$0.00	CCO#2
37	Placing Contractor Furnished Topsoil	CY	3335	\$14.50	3335	\$48,357.50	2668	\$38,686.00	667	\$9,671.50	CCO#2
38	Scarify and Recompact Subgrade	SY	16937	\$0.80	16937	\$13,549.60	16937	\$13,549.60	0	\$0.00	CCO#2
39	Trench Stabilization Material	Ton	200	\$0.02	200	\$0.00	200	\$0.00	0	\$0.00	
40	Select Fill	Ton	500	\$0.02	500	\$0.00	500	\$0.00	0	\$0.00	
41	Sanitary Sewer Manhole Barrel	Each	1	\$660.00	3	\$1,980.00	3	\$1,980.00	0	\$0.00	
42	Sanitary Sewer Manhole Cone	Each	1	\$378.00	1	\$378.00	1	\$378.00	0	\$0.00	
43	Manhole Frame and Cover	Each	2	\$320.25	2	\$640.50	2	\$640.50	0	\$0.00	
44	Manhole External Frame Seal	Each	2	\$420.00	7	\$2,940.00	7	\$2,940.00	0	\$0.00	
45	Sewer Cleanout Assembly	Each	1	\$468.00	1	\$468.00	1	\$468.00	0	\$0.00	
46	Manhole Exfiltration/Vacuum Test	Each	2	\$158.00	2	\$316.00	2	\$316.00	0	\$0.00	
47	Remove Fire Hydrant	Each	2	\$210.00	2	\$420.00	2	\$420.00	0	\$0.00	
48	Remove Water Main	Ft	1172	\$2.10	1177	\$2,471.70	1162	\$2,440.20	15	\$31.50	
49	Salvage & Reset Fire Hydrant	Each	3	\$677.25	72	\$1,360.80	72	\$1,360.80	0	\$0.00	
50	6" C900 DR18 PVC Water Main	Ft	71	\$18.90	1019	\$25,678.80	1004	\$25,300.80	15	\$378.00	
51	8" C900 DR18 PVC Water Main	Ft	1014	\$25.20	1019	\$25,678.80	1004	\$25,300.80	15	\$378.00	
52	6" MJ Gate Valve with Box	Each	3	\$1,025.00	6	\$6,150.00	6	\$6,150.00	0	\$0.00	
53	8" MJ Gate Valve with Box	Each	9	\$1,386.00	8	\$11,088.00	8	\$11,088.00	0	\$0.00	
54	8" MJ Bend	Each	12	\$346.50	14	\$4,851.00	10	\$3,465.00	4	\$1,386.00	

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner:	City of Hartford	Owner's Project No.:	
Engineer:	Stockwell Engineers, Inc.	Engineer's Project No.:	17038
Contractor:	Soukup Construction, Inc.	Contractor's Project No.:	
Project:	VandelMark Avenue Street Improvements - Highway 38 to City Limits		
Contract:	Prime		

Application No.: Seven Application Period: From 10/05/19 to 10/25/19 Application Date: 10/31/19

Item No.	Description	Units	Plan Quantity	Unit Price	Total to Date Earned	Past Application Quantity	Past Application Price	This Application Quantity	This Application Price	Remarks
55	8" x 6" MJ Tee	Each	3	\$488.25	\$1,464.75	3	\$1,464.75	0	\$0.00	
56	8" x 8" MJ Tee	Each	1	\$577.50	\$0.00	0	\$0.00	0	\$0.00	
57	8" x 6" MJ Reducer	Each	2	\$367.50	\$735.00	2	\$735.00	0	\$0.00	
58	8" x 8" MJ Cross	Each	1	\$698.25	\$1,396.50	2	\$1,396.50	0	\$0.00	
59	6" MJ Cap	Each	1	\$179.00	\$0.00	0	\$0.00	0	\$0.00	
60	8" MJ Cap	Each	1	\$168.00	\$168.00	1	\$168.00	0	\$0.00	
61	6" MJ Sleeve	Each	3	\$362.25	\$1,086.75	3	\$1,086.75	0	\$0.00	
62	8" MJ Sleeve	Each	4	\$425.25	\$1,701.00	3	\$1,275.75	1	\$425.25	
63	Fire Hydrant	Each	3	\$3,218.25	\$19,309.50	6	\$19,309.50	0	\$0.00	
64	6" Fire Hydrant Extension	Each	1	\$451.50	\$0.00	0	\$0.00	0	\$0.00	
65	12" Fire Hydrant Extension	Each	1	\$645.75	\$0.00	0	\$0.00	0	\$0.00	
66	Temporary Fire Hydrant	Each	1	\$1,434.00	\$1,434.00	1	\$1,434.00	0	\$0.00	
67	Cut and Tie To Existing Water Main	Each	7	\$1,050.00	\$8,400.00	6	\$6,300.00	2	\$2,100.00	
68	1" Water Service	Ft	513	\$15.75	\$8,079.75	513	\$8,079.75	0	\$0.00	
69	Reconnect Water Service (1")	Each	8	\$525.00	\$4,200.00	8	\$4,200.00	0	\$0.00	
70	Water Service Stub-out (1")	Each	7	\$498.75	\$3,491.25	7	\$3,491.25	0	\$0.00	
71	Temporary Water Service	Each	7	\$351.75	\$2,462.25	7	\$2,462.25	0	\$0.00	
72	Remove Pipe End Section	Each	3	\$105.00	\$315.00	3	\$315.00	0	\$0.00	
73	Remove Storm Sewer Pipe	Ft	430	\$8.40	\$3,612.00	430	\$3,612.00	0	\$0.00	
74	18" RCP Class 3, Furnish	Ft	1209	\$16.80	\$21,806.40	1298	\$21,806.40	0	\$0.00	
75	18" RCP, Install	Ft	1209	\$23.10	\$29,983.80	1298	\$29,983.80	0	\$0.00	
76	24" RCP Class 3, Furnish	Ft	1651	\$21.00	\$34,650.00	1650	\$34,650.00	0	\$0.00	
77	24" RCP, Install	Ft	1651	\$23.10	\$38,115.00	1650	\$38,115.00	0	\$0.00	
78	30" RCP Class 3, Furnish	Ft	33	\$35.70	\$1,178.10	33	\$1,178.10	0	\$0.00	
79	30" RCP, Install	Ft	33	\$31.50	\$1,039.50	33	\$1,039.50	0	\$0.00	
80	36" RCP Arch Class 3, Furnish	Ft	99	\$101.85	\$10,083.15	99	\$10,083.15	0	\$0.00	
81	36" RCP Arch, Install	Ft	99	\$50.40	\$4,989.60	99	\$4,989.60	0	\$0.00	

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner: City of Hartford
 Engineer: Stockwell Engineers, Inc.
 Contractor: Soukup Construction, Inc.
 Project: VandenMark 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.: Seven Application Period: From 10/05/19 to 10/25/19 Application Date: 10/31/19

Item No.	Description	Units	Plan		Unit Price	Total to Date		Past Application		This Application		Remarks
			Quantity	Quantity		Earned	Quantity	Price	Quantity	Price		
82	18" RCP Bend, Furnish	Each	1		\$257.25	\$0.00						
83	18" RCP Bend, Install	Each	1		\$168.00	\$0.00						
84	30" RCP Flared End, Furnish	Each	1		\$331.00	\$331.00	1	\$331.00	0	\$0.00		
85	30" RCP Flared End, Install	Each	1		\$263.00	\$263.00	1	\$263.00	0	\$0.00		
86	36" RCP Arch Flared End, Furnish	Each	1		\$657.00	\$657.00	1	\$657.00	0	\$0.00		
87	36" RCP Arch Flared End, Install	Each	1		\$315.00	\$315.00	1	\$315.00	0	\$0.00		
88	Class M6 Concrete	CY	47.01		\$787.50	\$40,572.00	51.52	\$40,572.00	0	\$0.00		
89	Reinforcing Steel	Lb	2388		\$1.73	\$4,499.73	2601	\$4,499.73	0	\$0.00		
90	Type B Frame and Grate Assembly	Each	8		\$645.75	\$5,811.75	9	\$5,811.75	0	\$0.00		
91	Junction Box Frame & Cover	Each	8		\$446.25	\$4,016.25	9	\$4,016.25	0	\$0.00		
92	Special Frame & Cover Assembly	Each	4		\$567.00	\$2,835.00	5	\$2,835.00	0	\$0.00		
93	6" PVC Cap	Each	3		\$11.00	\$44.00	4	\$44.00	0	\$0.00		
94	6" PVC SDR 35 Storm Sewer	Ft	564		\$15.75	\$6,977.25	443	\$6,977.25	0	\$0.00		
95	Sump Pump Manhole	Each	3		\$920.00	\$920.00	1	\$920.00	0	\$0.00		
96	Sump Pump Collection Service	Each	4		\$174.00	\$522.00	3	\$522.00	0	\$0.00		
97	Geotextile Fabric For Subgrade	SY	10127		\$1.88	\$19,038.76	10127	\$19,038.76	0	\$0.00		
98	Aggregate Base Course	Ton	7945		\$13.70	\$110,655.17	7510.41	\$102,892.62	566.61	\$7,762.55		
99	Gravel Surfacing	Ton	4595		\$13.70	\$30,288.51	2210.84	\$0.00	2210.84	\$30,288.51		CCO#2
100	Concrete Curb and Gutter, Type SF66	Ft	3854		\$13.80	\$53,185.20	3854	\$53,185.20	0	\$0.00		
101	6" PCC Fillet Section	SY	204		\$74.50	\$15,198.00	204	\$15,198.00	0	\$0.00		
102	Concrete Valley Gutter, 6" Thick	SY	118		\$74.50	\$8,791.00	118	\$8,791.00	0	\$0.00		
103	Asphalt Concrete Composite, PG58-34	Ton	2490		\$79.65	\$211,783.77	2658.93	\$211,783.77	0	\$0.00		
104	Adjust Manhole	Each	16		\$315.00	\$5,040.00	16	\$5,040.00	0	\$0.00		
105	Valve Box Adjustment	Each	14		\$136.50	\$1,638.00	12	\$1,638.00	0	\$0.00		
106	6" PCC Approach/Driveway Pavement	SY	878		\$52.50	\$46,095.00	878	\$46,095.00	0	\$0.00		
107	4" Concrete Sidewalk	SF	11221		\$5.61	\$62,949.81	11221	\$62,949.81	0	\$0.00		
108	6" Concrete Sidewalk	SF	2930		\$6.40	\$18,752.00	2930	\$18,752.00	0	\$0.00		

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner:	City of Hartford	Owner's Project No.:	
Engineer:	Stockwell Engineers, Inc.	Engineer's Project No.:	17038
Contractor:	Soukup Construction, Inc.	Contractor's Project No.:	
Project:	VandelMark Avenue Street Improvements - Highway 38 to City Limits		
Contract:	Prime		

Application No.: Seven Application Period: From 10/05/19 to 10/25/19 Application Date: 10/31/19

Item No.	Description	Units	Plan Quantity	Unit Price	Total to Date		Past Application		This Application		Remarks
					Quantity	Earned	Quantity	Price	Quantity	Price	
109	Detectable Warning Panels	SF	212	\$52.50	212	\$11,130.00	212	\$11,130.00	0	\$0.00	
110	6" Accessible Curb Ramp Sidewalk	SF	1839	\$8.66	1839	\$15,925.74	1839	\$15,925.74	0	\$0.00	
111	Reset Mailbox	Each	7	\$165.00	7	\$1,155.00		\$0.00	7	\$1,155.00	
112	Special Right-Of-Way Fence	Ft	100	\$18.70	100	\$1,870.00		\$0.00	100	\$1,870.00	
113	Retaining Wall SDDOT Type C	SF	422	\$89.25	422	\$37,663.50		\$0.00	0	\$0.00	
114	Reconnect Water Service (1.5")	Each	3	\$840.00	3	\$2,520.00		\$2,520.00	0	\$0.00	CCO#1
115	Surge Rock	Ton	890	\$24.50	890	\$21,805.00		\$21,805.00	0	\$0.00	CCO#1

Contract Totals \$1,277,400.12 \$1,207,880.20 \$69,519.92

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

Contract for: Mickelson Road
 Patrick Avenue to Highway 38
 Hartford, SD

Dated: October 30, 2019

Application No. 15

For work accomplished through the date of: October 25, 2019

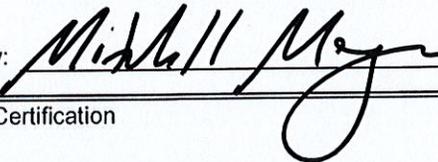
Contractor: Soukup Construction, Inc.
 P.O. Box 89106
 Sioux Falls, SD 57109

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: 10/31/19

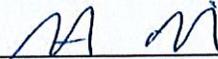
By: 

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 14, 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: SOUKUP CONSTRUCTION, INC.

Dated: 10/31/2019

By: 

Original Contract Price	\$3,999,999.00	Amount Due to Date	\$3,818,796.21
Net Change Orders (No. 1 through 2)	\$0.00	Less Previous Payments	\$3,558,440.67
Current Contract Price	\$3,999,999.00	Less Retainage (5%)	\$190,939.81
		Amount Due this Application	\$69,415.73

This department concurs with this application for payment.

Owner: CITY OF HARTFORD, SOUTH DAKOTA

Dated: _____

By: _____

CITY OF HARTFORD
APPLICATION AND RECOMMENDATION FOR PAYMENT
FUNDING BREAKDOWN

Prepared by Stockwell Engineers

Contract for: Mickelson Road
Patrick Avenue to Highway 38
Hartford, SD

Dated: October 30, 2019

Application No. 15

Contractor: Soukup Construction, Inc.
P.O. Box 89106
Sioux Falls, SD 57109

FUNDING SOURCE	TOTAL TO DATE	PAST APPLICATIONS	RETAINAGE	THIS APPLICATION
SRF Loan Eligible	\$1,199,895.45	\$1,124,073.50	\$59,994.77	\$15,827.18
Non-Eligible	\$2,618,900.76	\$2,434,367.17	\$130,945.04	\$53,588.55
Totals	\$3,818,796.21	\$3,558,440.67	\$190,939.81	\$69,415.73

ITEM NO.	DESCRIPTION	PLAN		UNIT PRICE	TOTAL TO DATE		PAST APPLICATION		THIS APPLICATION		REMARKS
		UNITS	QUANTITY		QUANTITY	PRICE	QUANTITY	PRICE	QUANTITY	PRICE	
28	Placing Salvaged Topsoil	CuYd	10271	\$5.55	18558	\$102,996.90	10271	\$57,004.05	8287	\$45,992.85	
28A	Temporary Fence	Ft	1222	\$1.58	1222	\$1,930.76	1222	\$1,930.76	0	\$0.00	
Removals											
29	Clearing	LS	1	\$4,000.00	1	\$4,000.00	1	\$4,000.00	0	\$0.00	
30	Demo Barn Building	LS	1	\$3,990.00	1	\$3,990.00	1	\$3,990.00	0	\$0.00	
31	Clear and Grub Tree	Each	13	\$179.00	9	\$1,611.00	9	\$1,611.00	0	\$0.00	
32	Salvage Traffic Sign	Each	9	\$10.50	9	\$94.50	9	\$94.50	0	\$0.00	
33	Temporary Mailbox	Each	2	\$21.00	2	\$42.00	2	\$42.00	0	\$0.00	
34	Remove Concrete Curb and Gutter	Ft	66	\$6.00	66	\$396.00	66	\$396.00	0	\$0.00	
35	Remove Asphalt Concrete Pavement	SqYd	777	\$2.70	406	\$1,096.20	406	\$1,096.20	0	\$0.00	
36	Remove Concrete Pavement	SqYd	166	\$6.00	166	\$996.00	166	\$996.00	0	\$0.00	
37	Remove Concrete Sidewalk	SqYd	22	\$11.50	28	\$322.00	28	\$322.00	0	\$0.00	
38	Saw Existing Asphalt	Ft	382	\$2.25	96	\$216.00	96	\$216.00	0	\$0.00	
39	Saw Existing PCC Pavement	Ft	23	\$20.00	15	\$300.00	15	\$300.00	0	\$0.00	
40	Remove Fence	Ft	1653	\$1.35	1555	\$2,099.25	1555	\$2,099.25	0	\$0.00	
Grading											
41	Salvage Topsoil	CuYd	10271	\$2.00	18558	\$37,116.00	10271	\$20,542.00	8287	\$16,574.00	
42	Unclassified Excavation	CuYd	17795	\$5.65	17825	\$100,711.25	17825	\$100,711.25	0	\$0.00	
43	Contractor Furnished Borrow	CuYd	65470	\$4.55	65470	\$297,888.50	65470	\$297,888.50	0	\$0.00	
44	6" Perforated PVC Underdrain	Ft	9689	\$11.22	8054	\$90,365.88	8054	\$90,365.88	0	\$0.00	
Sanitary Sewer											
45	Lift Station	Each	1	\$99,832.50	1	\$99,832.50	1	\$99,832.50	0	\$0.00	
46	Remove Sanitary Sewer Manhole	Each	1	\$816.00	1	\$816.00	1	\$816.00	0	\$0.00	
47	Remove Sewer Pipe	Ft	78	\$10.20	78	\$795.60	78	\$795.60	0	\$0.00	
48	Salvage Sanitary Sewer Manhole for Reset	Each	1	\$1,020.00	1	\$1,020.00	1	\$1,020.00	0	\$0.00	
49	Remove & Reset Manhole Frame & Cover	Each	3	\$51.00	3	\$153.00	3	\$153.00	0	\$0.00	
50	8" Sanitary Sewer Pipe 6' to 8' Deep	Ft	232	\$31.62	452	\$14,292.24	452	\$14,292.24	0	\$0.00	
51	8" Sanitary Sewer Pipe 8' to 10' Deep	Ft	859	\$31.62	648	\$20,489.76	648	\$20,489.76	0	\$0.00	
52	8" Sanitary Sewer Pipe 10' to 12' Deep	Ft	1875	\$33.66	1881	\$63,314.46	1881	\$63,314.46	0	\$0.00	
53	8" Sanitary Sewer Pipe 12' to 14' Deep	Ft	561	\$35.70	561	\$20,027.70	561	\$20,027.70	0	\$0.00	
54	12" Sanitary Sewer Pipe 16' to 18' Deep	Ft	17	\$60.18	17	\$1,023.06	17	\$1,023.06	0	\$0.00	
55	15" Sanitary Sewer Pipe 12' to 14' Deep	Ft	64	\$62.22	59	\$3,670.98	59	\$3,670.98	0	\$0.00	
56	30" Sanitary Sewer Pipe 14' to 16' Deep	Ft	50	\$119.34	50	\$5,967.00	50	\$5,967.00	0	\$0.00	
57	30" Sanitary Sewer Pipe 16' to 18' Deep	Ft	384	\$124.44	384	\$47,784.96	384	\$47,784.96	0	\$0.00	
58	6" C900 PVC Sanitary Sewer Force Main	Ft	3331	\$22.95	3331	\$76,446.45	3331	\$76,446.45	0	\$0.00	
59	6" DIP Sanitary Sewer Force Main	Ft	20	\$30.09	20	\$601.80	20	\$601.80	0	\$0.00	
60	8" x 4" Sewer Wye	Each	1	\$142.80	1	\$142.80	1	\$142.80	0	\$0.00	
61	8" x 6" Sewer Wye	Each	4	\$117.30	4	\$469.20	4	\$469.20	0	\$0.00	
62	6" MJ Bend - Force Main	Each	4	\$453.90	4	\$1,815.60	4	\$1,815.60	0	\$0.00	

ITEM NO.	DESCRIPTION	PLAN		UNIT		TOTAL TO DATE		PAST APPLICATION		THIS APPLICATION		REMARKS
		UNITS	QUANTITY	PRICE	QUANTITY	EARNED	QUANTITY	PRICE	QUANTITY	PRICE	QUANTITY	
63	6"x6" MJ Tee - Force Main	Each	1	\$510.00	1	\$510.00	1	\$510.00	1	\$510.00	0	\$0.00
64	6" MJ Long Sleeve - Force Main	Each	1	\$397.80	1	\$397.80	1	\$397.80	1	\$397.80	0	\$0.00
65	8" Sewer Couplings	Each	2	\$214.20	2	\$428.40	2	\$428.40	2	\$428.40	0	\$0.00
66	15" Sewer Couplings	Each	1	\$479.40	1	\$0.00	1	\$0.00	1	\$0.00	0	\$0.00
67	4" Sewer Cap	Each	1	\$30.60	1	\$30.60	1	\$30.60	1	\$30.60	0	\$0.00
68	6" Sewer Cap	Each	4	\$51.00	4	\$204.00	4	\$204.00	4	\$204.00	0	\$0.00
69	8" Sewer Cap	Each	10	\$87.82	8	\$702.56	8	\$702.56	8	\$702.56	0	\$0.00
70	30" Sewer Cap	Each	1	\$1,652.40	2	\$3,304.80	2	\$3,304.80	2	\$3,304.80	0	\$0.00
71	Tracer Wire Test Stations	Each	6	\$56.10	6	\$336.60	6	\$336.60	6	\$336.60	0	\$0.00
72	Manhole Markers	Each	3	\$61.20	3	\$183.60	3	\$183.60	3	\$183.60	0	\$0.00
73	48" Manhole 0'-6" Deep	Each	1	\$1,193.40	1	\$1,193.40	1	\$1,193.40	1	\$1,193.40	0	\$0.00
74	48" Manhole 10'-12" Deep	Each	5	\$2,080.80	5	\$10,404.00	5	\$10,404.00	5	\$10,404.00	0	\$0.00
75	48" Manhole 12'-14" Deep	Each	4	\$2,305.20	4	\$9,220.80	4	\$9,220.80	4	\$9,220.80	0	\$0.00
76	48" Manhole 20'-22" Deep	Each	1	\$3,345.60	1	\$3,345.60	1	\$3,345.60	1	\$3,345.60	0	\$0.00
77	48" Lined Manhole 10'-12' Deep	Each	1	\$4,386.00	1	\$4,386.00	1	\$4,386.00	1	\$4,386.00	0	\$0.00
78	60" Lined Manhole 22'-24' Deep	Each	1	\$12,342.00	1	\$12,342.00	1	\$12,342.00	1	\$12,342.00	0	\$0.00
79	60" Lined Manhole 24'-26' Deep	Each	1	\$13,260.00	1	\$13,260.00	1	\$13,260.00	1	\$13,260.00	0	\$0.00
80	Reset Salvaged Manhole 12' to 14' Deep	Each	1	\$829.26	1	\$829.26	1	\$829.26	1	\$829.26	0	\$0.00
81	Reconstruct Manhole	Each	1	\$1,009.80	1	\$1,009.80	1	\$1,009.80	1	\$1,009.80	0	\$0.00
82	Connect to Existing Manhole	Each	1	\$1,428.00	1	\$1,428.00	1	\$1,428.00	1	\$1,428.00	0	\$0.00
83	Manhole Drop Section	Each	2	\$1,065.90	3	\$3,197.70	3	\$3,197.70	3	\$3,197.70	0	\$0.00
84	6" Boots For Manhole	Each	1	\$76.50	1	\$76.50	1	\$76.50	1	\$76.50	0	\$0.00
85	8" Boots For Manhole	Each	27	\$76.50	27	\$2,065.50	27	\$2,065.50	27	\$2,065.50	0	\$0.00
86	12" Boots For Manhole	Each	1	\$117.30	1	\$117.30	1	\$117.30	1	\$117.30	0	\$0.00
87	15" Boots For Manhole	Each	6	\$178.50	6	\$1,071.00	6	\$1,071.00	6	\$1,071.00	0	\$0.00
88	30" Boots For Manhole	Each	4	\$321.30	4	\$1,285.20	4	\$1,285.20	4	\$1,285.20	0	\$0.00
89	4" Sanitary Sewer Service	Ft	40	\$20.40	40	\$816.00	40	\$816.00	40	\$816.00	0	\$0.00
90	6" Sanitary Sewer Service	Ft	132	\$24.48	132	\$3,231.36	132	\$3,231.36	132	\$3,231.36	0	\$0.00
91	Manhole Frame and Cover	Each	11	\$316.20	11	\$3,478.20	11	\$3,478.20	11	\$3,478.20	0	\$0.00
	Manhole Frame and Cover with Bolt Down											
92	Cover Plate	Each	3	\$708.90	2	\$1,417.80	2	\$1,417.80	2	\$1,417.80	0	\$0.00
93	Manhole External Frame Seal	Each	17	\$408.00	16	\$6,528.00	16	\$6,528.00	16	\$6,528.00	0	\$0.00
94	Manhole Exfiltration/Vacuum Test	Each	17	\$306.00	15	\$4,590.00	15	\$4,590.00	15	\$4,590.00	0	\$0.00
95	PVC Sewer Pipe Deflection Test	Ft	4042	\$1.02	3650	\$3,723.00	3650	\$3,723.00	3650	\$3,723.00	0	\$0.00
96	Sanitary Sewer Televising	Ft	4042	\$1.02	3975	\$4,054.50	3975	\$4,054.50	3975	\$4,054.50	0	\$0.00
97	Sanitary Sewer Exfiltration Testing	Ft	4042	\$1.02	3932	\$4,010.64	3932	\$4,010.64	3932	\$4,010.64	0	\$0.00
98	Sanitary Sewer Temporary Bypass Pumping	LS	1	\$510.00	1	\$0.00	1	\$0.00	1	\$0.00	0	\$0.00
	Water Main											
99	Remove Water Main	Ft	10	\$10.20	11	\$112.20	11	\$112.20	11	\$112.20	0	\$0.00
100	Fire Hydrant	Each	12	\$2,672.40	12	\$32,068.80	12	\$32,068.80	12	\$32,068.80	0	\$0.00
101	6" C900 DR 18 PVC Water Main	Ft	514	\$23.97	505	\$12,104.85	505	\$12,104.85	505	\$12,104.85	0	\$0.00
102	8" C900 DR 18 PVC Water Main	Ft	712	\$26.01	726	\$18,883.26	726	\$18,883.26	726	\$18,883.26	0	\$0.00
103	12" C900 DR 18 PVC Water Main	Ft	3416	\$36.21	3371	\$122,063.91	3371	\$122,063.91	3371	\$122,063.91	0	\$0.00

ITEM NO.	DESCRIPTION	PLAN			TOTAL TO DATE			PAST APPLICATION			THIS APPLICATION		
		UNITS	QUANTITY	PRICE	QUANTITY	EARNED	QUANTITY	PRICE	QUANTITY	PRICE	QUANTITY	PRICE	REMARKS
104	12" PVC C900 Restrained Joint Water Main 20" Steel Casing Pipe, Trenchless	Ft	73	\$47.94	73	\$3,499.62	73	\$3,499.62	0	\$0.00	0	\$0.00	
105	Construction	Ft	60	\$499.80	60	\$29,988.00	60	\$29,988.00	0	\$0.00	0	\$0.00	
106	6" MJ Gate Valve with Box	Each	10	\$1,040.40	10	\$10,404.00	10	\$10,404.00	0	\$0.00	0	\$0.00	
107	8" MJ Gate Valve with Box	Each	9	\$1,530.00	9	\$13,770.00	9	\$13,770.00	0	\$0.00	0	\$0.00	
108	12" MJ Gate Valve with Box	Each	6	\$2,346.00	6	\$14,076.00	6	\$14,076.00	0	\$0.00	0	\$0.00	
109	8"x6" MJ Reducer	Each	2	\$367.20	4	\$1,468.80	4	\$1,468.80	0	\$0.00	0	\$0.00	
110	12"x6" MJ Reducer	Each	2	\$504.90	2	\$1,009.80	2	\$1,009.80	0	\$0.00	0	\$0.00	
111	6" MJ Bend	Each	2	\$336.60	2	\$673.20	2	\$673.20	0	\$0.00	0	\$0.00	
112	12" MJ Bend	Each	2	\$953.70	2	\$1,907.40	2	\$1,907.40	0	\$0.00	0	\$0.00	
113	8"x6" MJ Tee	Each	1	\$566.10	1	\$566.10	1	\$566.10	0	\$0.00	0	\$0.00	
114	12"x6" MJ Tee	Each	8	\$1,004.70	8	\$8,037.60	8	\$8,037.60	0	\$0.00	0	\$0.00	
115	12"x8" MJ Tee	Each	2	\$918.00	2	\$1,836.00	2	\$1,836.00	0	\$0.00	0	\$0.00	
116	12"x12" MJ Tee	Each	1	\$1,081.20	1	\$1,081.20	1	\$1,081.20	0	\$0.00	0	\$0.00	
117	12"x8" MJ Cross	Each	3	\$1,096.50	3	\$3,289.50	3	\$3,289.50	0	\$0.00	0	\$0.00	
118	6" MJ Cap	Each	1	\$193.80	1	\$193.80	1	\$193.80	0	\$0.00	0	\$0.00	
119	8" MJ Cap	Each	6	\$234.60	4	\$938.40	4	\$938.40	0	\$0.00	0	\$0.00	
120	12" MJ Long Sleeve	Each	4	\$724.20	3	\$2,172.60	3	\$2,172.60	0	\$0.00	0	\$0.00	
121	12" Fire Hydrant Extension	Each	1	\$678.30		\$0.00		\$0.00	0	\$0.00	0	\$0.00	
122	Temporary Fire Hydrant	Each	1	\$2,488.80		\$0.00		\$0.00	0	\$0.00	0	\$0.00	
123	Cut and Tie to Existing Water Main	Each	2	\$1,224.00	2	\$2,448.00	2	\$2,448.00	0	\$0.00	0	\$0.00	
124	Connect to Existing Water Main	Each	1	\$1,224.00	3	\$3,672.00	3	\$3,672.00	0	\$0.00	0	\$0.00	
125	1" Water Service	Ft	43	\$14.28	43	\$614.04	43	\$614.04	0	\$0.00	0	\$0.00	
126	2" Water Service	Ft	92	\$17.34	92	\$1,595.28	92	\$1,595.28	0	\$0.00	0	\$0.00	
127	1" Curb Stop	Each	1	\$571.20	1	\$571.20	1	\$571.20	0	\$0.00	0	\$0.00	
128	2" Curb Stop	Each	4	\$1,071.00	4	\$4,284.00	4	\$4,284.00	0	\$0.00	0	\$0.00	
129	Water Main Insulation	Ft	700	\$6.32	650	\$4,108.00	650	\$4,108.00	0	\$0.00	0	\$0.00	
Drainage													
130	Remove Storm Sewer Pipe	Ft	99	\$9.00	99	\$891.00	99	\$891.00	0	\$0.00	0	\$0.00	
131	18" RCP Class 3	Ft	1147	\$38.11	1147	\$43,712.17	1147	\$43,712.17	0	\$0.00	0	\$0.00	
132	24" RCP Class 3	Ft	636	\$44.32	636	\$28,187.52	636	\$28,187.52	0	\$0.00	0	\$0.00	
133	30" RCP Class 3	Ft	1311	\$57.31	1312	\$75,190.72	1312	\$75,190.72	0	\$0.00	0	\$0.00	
134	18" RCP Flared End	Each	1	\$538.58	1	\$538.58	1	\$538.58	0	\$0.00	0	\$0.00	
135	24" RCP Flared End	Each	1	\$607.02	1	\$607.02	1	\$607.02	0	\$0.00	0	\$0.00	
136	30" RCP Flared End	Each	1	\$792.66	1	\$792.66	1	\$792.66	0	\$0.00	0	\$0.00	
137	Class M6 Concrete	CuYd	98.86	\$688.50	98.86	\$68,065.11	98.86	\$68,065.11	0	\$0.00	0	\$0.00	
138	Reinforcing Steel	Lb	11340	\$1.48	11340	\$16,783.20	11340	\$16,783.20	0	\$0.00	0	\$0.00	
139	Type B Frame and Grate	Each	4	\$510.00	4	\$2,040.00	4	\$2,040.00	0	\$0.00	0	\$0.00	
140	Type Y Frame and Cover	Each	14	\$321.30	14	\$4,498.20	14	\$4,498.20	0	\$0.00	0	\$0.00	
141	Junction Box Frame and Cover	Each	12	\$331.50	12	\$3,978.00	12	\$3,978.00	0	\$0.00	0	\$0.00	
142	Storm Sewer Televising	Ft	3094	\$1.02	2728	\$2,782.56	2728	\$2,782.56	0	\$0.00	0	\$0.00	

ITEM NO.	DESCRIPTION	UNITS	PLAN QUANTITY	TOTAL TO DATE		PAST APPLICATION		THIS APPLICATION		REMARKS
				QUANTITY	PRICE	QUANTITY	PRICE	QUANTITY	PRICE	
Box Culvert										
143	Box Culvert Undercut	CuYd	840	840	\$4,200.00	840	\$4,200.00	0	\$0.00	
144	Box Culvert Bedding Material	CuYd	840	840	\$29,400.00	840	\$29,400.00	0	\$0.00	
145	Controlled Density Fill	CuYd	32	32	\$6,560.00	32	\$6,560.00	0	\$0.00	
146	14'x10' Concrete Box Culvert	Ft	116	116	\$162,980.00	116	\$162,980.00	0	\$0.00	
147	16'x11' Concrete Box Culvert	Ft	116	116	\$186,992.00	116	\$186,992.00	0	\$0.00	
148	Concrete Flared End Sections	LS	1	1	\$514,500.00	1	\$514,500.00	0	\$0.00	
Paving & Restoration										
149	Geotextile Fabric For Subgrade Stabilization	SqYd	28161	28161	\$53,505.90	28161	\$53,505.90	0	\$0.00	
150	Crushed Concrete	Ton	19654	13986.5	\$193,013.70	13986.5	\$193,013.70	0	\$0.00	
151	Aggregate Base Course	Ton	2000	3402.83	\$40,833.96	3402.83	\$40,833.96	0	\$0.00	
152	Gravel Surfacing	Ton	764		\$0.00		\$0.00	0	\$0.00	
153	Asphalt Concrete Composite, PG58-28	Ton	7611	7271.9	\$442,495.12	7271.9	\$442,495.12	0	\$0.00	
154	Concrete Curb & Gutter SF66	Ft	9674	9674	\$108,542.28	9674	\$108,542.28	0	\$0.00	
155	6" PCC Fillet Section	SqYd	498	498	\$32,484.54	498	\$32,484.54	0	\$0.00	
156	Concrete Valley Gutter, 6" Thick	SqYd	288	288	\$17,400.96	288	\$17,400.96	0	\$0.00	
157	6" Concrete Approach Pavement	SqYd	117	117	\$5,265.00	117	\$5,265.00	0	\$0.00	
158	4" Concrete Sidewalk	SqFt	7300	7364	\$33,506.20	7364	\$33,506.20	0	\$0.00	
159	6" Concrete Sidewalk	SqFt	2264	2720	\$15,123.20	2720	\$15,123.20	0	\$0.00	
160	Detectable Warning Panel	SqFt	144	180	\$7,894.80	180	\$7,894.80	0	\$0.00	
161	Adjust Manhole	Each	24	24	\$8,568.00	24	\$8,568.00	0	\$0.00	
162	Valve Box Adjustment	Each	30	30	\$4,440.00	30	\$4,440.00	0	\$0.00	
163	4" Pavement Marking Paint, Yellow	Ft	10385	17634	\$2,821.44	15564	\$2,490.24	2070	\$331.20	
164	4" Pavement Marking Paint, White	Ft	50		\$0.00		\$0.00	0	\$0.00	
165	24" Pavement Marking Paint, White	Ft	64	66	\$69.30	66	\$69.30	0	\$0.00	
166	Pavement Marking Paint, Arrow	Each	53	83	\$1,743.00	53	\$1,113.00	30	\$630.00	
167	Type 2 Object Marker Back to Back	Each	4	4	\$84.00	4	\$84.00	0	\$0.00	
168	Reset Mailbox	Each	1	1	\$210.00	1	\$210.00	0	\$0.00	
169	2 Post Panel	Each	19	19	\$2,593.50	19	\$2,593.50	0	\$0.00	
170	Type 2 Right of Way Fence	Ft	1611	1611	\$4,655.79	1611	\$4,655.79	0	\$0.00	
171	16' Tubular Gate	Each	2	2	\$736.00	2	\$736.00	0	\$0.00	
172	6' Chainlink Fence with Top Rail	Ft	304		\$0.00		\$0.00	0	\$0.00	
173	Double Vehicular Swing Gate (16' Wide)	Each	1	1	\$788.00	1	\$788.00	0	\$0.00	
174	Repair Irrigation Systems	LS	1	1	\$2,100.00	1	\$2,100.00	0	\$0.00	
	Liquidated Damages (Sanitary Sewer & Water Main)	Day		5	(\$6,250.00)	5	(\$6,250.00)	0	\$0.00	
TOTALS					\$3,818,796.21		\$3,745,727.02		\$73,069.19	

Maintenance Report – 11/5/2019

November 1, 2019

Streets

Slurry seal – I will be working on next years slurry seal project in the next few weeks. Nick Traupel with Sioux Falls wants the information by December 20th.

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

I-90 – No updates at this time

Replacement truck- Neil is working on the finishing touches on the new service truck, it should be ready next week. After this truck is finished, we will work on replacing the service box on the dodge as they have some extra time.

Gravel roads – We are still working on the gravel roads as needed. I will blade 9th St. as soon as Soukup if finished up.

Sweeping – Jesse has been out sweeping, trying to pick up the leaves in the gutters.

Hwy 38 – I sent an e-mail out to Travis Dressen with Dot regarding some concerns with the speed and turning lanes on HWY 38. I have no updates at this time.

Signage – No updates at this time.

Traffic counter – I'm hoping to put the counters out on Vandemark Ave. next week now that the construction is about wrapped up.

Drainage areas – I getting quotes for cleaning out a few drainage areas. We are not able to reach these areas with our equipment. One area is the box culverts on Feyder Ave. and the other is the north side of the culvert on Opal Lane.

Sidewalks – We had a large amount of sidewalk replaced on Mickelson the last few weeks. We have 40' more that we are tearing out and replacing next week. We have a few spots around the park to replace yet, this we are planning to do ourselves.

Water

Meters – We will start installing the rest of the new readers in November. We will know by then how many new installations we will have.

Reports – No reports are due until January.

Mains – Siteworks Construction has finished the water main in Knapp's Landing and the bacteria samples have been taken and passed.

Sewer

Main list station – We have a pump to rebuild next week. The bearings are starting to go out so we shut it down. It usually takes a full day to remove and rebuild them. The 4G updated dialer has been installed and activated.

Reports – No reports due until January.

Lagoons – We are moving the water from pond #2 to pond #3, hopefully the ammonia will come down some doing so. We would like to discharge one more time this fall.

Sagehorn lift station – All is good at this time.

Park

Parks – The bathrooms are closed for the season. The bathrooms and drinking fountains are winterized. Terry is working on the leaves in the parks. The only thing left is to take down the batting nets and tennis net.

Turtle Creek – The SDBGN had a conference meeting the other day. They decided to hold off sending the request to the National Board and go before legislation to try and change the law on the State Board being able to make the decision. So, we won't have an answer until next year. The Board sounded pretty positive about it.

Century Square – I'm working on getting a tree to replace the one we removed.

Bike Trail – Nothing new at this time.

Sports complex – Next week we are going to start hauling some more fill dirt and attempt to level it.

Downtown – Nine of the lights for downtown have been delivered, and the poles arrive yesterday. We are hoping to install one of them today for the wine walk event. The other ones we will install next week.

FINANCE OFFICER REPORT

November 5, 2019

Financials: I'm working on the October month end duties. The following are revenue highlights for the month:

State of South Dakota	42,110.56	(1 st Penny Sales Tax)
State of South Dakota	42,110.56	(2 nd Penny Sales Tax)
State of South Dakota	6,801.40	(3 rd Penny Sales Tax)
State of South Dakota	6,423.17	(Hwy/Bridge Funds)
Minnehaha County	30,173.83	(Real Estate Taxes)
Minnehaha County	1,081.88	(Wheel Tax)
Minnehaha County	5,821.83	(Motor Vehicle Tax)
Jarding Construction	180,894.50	(Assessment for Mickelson Rd Project)
Misc.	1,500.00	(Water & Sewer Hookup Fees)
Misc.	4,905.17	(Building Permits)
Misc.	1,150.00	(Sump Pump Permits)

Cash Balances as of	September 2018	September 2019
Total General Fund	\$2,081,622.38	\$1,829,800.80
Revenue and Expenses for the Month of:	September 2018	September 2019
Revenue - General Fund	\$ 38,539.23	\$172,259.99
Expenses - General Fund	\$294,575.39	\$128,002.43
Revenue and Expenses	2018 Year-To-Date	2019 Year-To-Date
Revenue - General Fund	\$1,475,928.90	\$1,621,899.54
Expenses - General Fund	\$1,651,961.90	\$1,719,546.72

Council Payroll: I've processed your payroll for May-October. Funds will be direct deposited into your bank account on Monday, Nov 4th. I have emailed your direct deposit stub to your city email account. Please let me know if there were any issues.

Calendar of Events:

Nov 2019:

Friday, 1 st	HADF Meeting @ Reliabank, 7:30am
Tuesday, 5 th	Council Meeting @ City Hall 7pm
Friday, 8 th	HADF Meeting @ Stomping Grounds, 7:30am
Sunday, 10 th	HASR Meeting @ Blue42, 7pm
Monday, 11 th	Veterans Day Holiday – City Hall Closed
Monday, 11 th	Chamber Meeting @ Fire Station, 6:30pm
Tuesday, 12 th	Planning & Zoning Meeting @ City Hall, 7pm
Friday, 15 th	HADF Meeting @ Stomping Grounds, 7:30am
Tuesday, 19 th	Council Meeting @ City Hall, 7pm
Wednesday, 20 th	Bike/Rec Meeting @ The Goat, 7:30pm
Thursday, 21 st	Coffee with the Cops @ Stomping Grounds, 7am
Friday, 22 nd	HADF Meeting @ Stomping Grounds, 7:30am
Tuesday, 26 th	Planning & Zoning Meeting @ City Hall, 7pm
Thursday, 28 th	Thanksgiving Holiday – City Hall Closed
Friday, 29 th	Thanksgiving Holiday – City Hall Closed

Explanation of Agenda ItemsApplications, Hearings, Resolutions & Ordinances:

- **Special Event Application for Hometown Christmas:** Lisa Hellvig, on behalf of the Hometown Christmas Committee, has submitted a special event application for the Hartford Hometown Christmas Event to be held December 1, 2019 from 7am to 9pm. Activities will be similar to the previous year. The committee is requesting the closure of Main Avenue from Menth St to 2nd St from 11am to 7pm and then the closure of South St from Main Ave to Oaks Ave, Oaks between 2nd & South Street and Railroad between Main and Western from 4pm to 7pm. They are also requesting use of city equipment and personnel, which is outlined in their enclosed request. **They would like the \$5.00 application fee to be waived.**
- **2nd Reading of Ordinance #679 (no changes since 1st reading):** This ordinance was sent to the council from the Planning and Zoning Board. Fire Chief Bryon Shumaker asked the city to consider adopting an ordinance that would require minimum standards for a uniform lock box system on controlled access buildings within the city. Currently, the fire department has several different keys to various buildings and if they don't have a key, precious time could be lost for emergency responders or unneeded property damages. The city has adopted the International Fire Code, which allows the city to require lock boxes at approved locations for emergency responders to gain necessary access to restricted properties. This ordinance would require a key lock box system for: 1) Commercial, industrial and non-residential structures that are protected by automatic alarm systems or have restricted access; 2) multi-family structures that have restricted access through locked doors or have a common corridor for access to the living units; and 3) All properties with security gates at the vehicular entrance. All new structures will have to follow this ordinance and any structures in existence that fall under this requirement, will have one year to comply. Basically, each building will have a uniform key box system on the outside of the structure with the actual keys to the building within the key box. This will allow the fire department and emergency personal to carry just one key for the boxes in town, since the master key will be specific to Hartford. Access to the master key will be monitored by the fire department. The property owner will be responsible for the key box cost for their building and the fire department will pay for the master key and monitoring system. P&Z Board has reviewed this and is recommending approval to the city council.
- **Resolution 2019-14 - Transfer of funds:** Back in 2006, the city went into an agreement with the developers of the Kelly Point Addition to escrowed street assessment funds at a rate of \$49.50 per foot for street improvements on Mickelson Road from Patrick Avenue going east. These escrow funds have been sitting in a separate city account since 2006 and now since this street project has been completed, these funds need to be transferred from the General Fund to the Mickelson Road Fund for payments on the project and the account will be closed. This resolution will transfer those funds from the city's General Fund to the Mickelson Road fund.
- **Review Draft of Resolution 2019-15 – General Assessment Policy:** This is just a draft and I want to have council discussion of the resolution before I place it on an agenda for actual passage – I want to make sure all questions from the council are addressed.

At our last meeting, the council directed me to draft a city policy which would give a longer timeframe for assessment payments to the city on street and utility projects. I thought the easiest way to make this change would be to add this to our current assessment policy. After reviewing our current assessment policy, it seemed to me that it was not worded the best and some things were unclear. I sent this to Mitch for his review and he agreed. We sat down and discussed our current policy and decided to make some changes to incorporate this new assessment payment date and to clarify some of the language. A copy of the proposed changes (shown in red) are in your packet for your review. Basically, when Mitch and I discussed the \$100.00 assessment, we noted that this assessment rate should be for streets and sidewalks together. Mitch pulled out an old exhibit for when this was last updated by the council and the \$100 cost figure came from their estimate for one side of a typical street and sidewalk cost estimate. Their estimate (in 2017) was slightly higher than \$100, so we adopted the maximum assessment amount for streets as \$100.00 per lineal foot, with the city paying any cost above \$100 per foot – which is what is in effect today. Wording in our current assessment policy just says we can assess for \$100 per foot for any assessment project (doesn't specify just streets and sidewalks) and then it says we can assess for streets, sidewalks, water, sewer and lights. After looking at the exhibits from 2017, Mitch and I have concluded that the \$100 maximum assessment rate is for only streets and sidewalks together and that water and sewer should be assessed at the actual cost. I think these changes incorporate the new assessment payoff date, plus helps to clarify the

assessment rates for different assessment projects. So, I have changed the following language in our assessment policy to clarify:

1. **Section A – paragraph one:** This paragraph has been changed to clarify that sidewalks are part of street improvements and that the actual cost of the street and sidewalk improvements will be assessed up to the maximum assessment rate of \$100 per lineal foot.
2. **Section A – paragraph two:** This paragraph was added that notes all water and sewer improvements will be assessed at their actual cost – either by lineal foot or by acres if we determine a sewer district.
3. **Section B:** This was added to set the assessment due date for a project as we discussed at our last meeting. It basically states that once a project is done, the property owner will have until October 1st of the following year to make payment direct to the city before an assessment role would be sent to the county. (I originally had September 1st in here to give the city a couple of months to complete this process before sending to the county by November 1st but I then changed it to October 1st so we stay consistent with what was granted for the sidewalk assessments along Mickelson Road)
4. The remainder of the document stays the same and just basically shows how the city calculated lineal footage on various sized lots.

Our last two projects have stayed consistent with this assessment policy.

Mickelson Road going from Patrick to the west: \$49.50 per foot for the street plus \$11.00 per foot for the sidewalk = \$60.50 total assessment for streets and sidewalk.

Mickelson Road going from Patrick to the east: \$49.50 per foot for the street plus \$22.75 per foot for the sidewalk = \$72.25 total assessment for streets and sidewalk.

Vandemark Ave will probably hit the \$100 maximum since Mitch is figuring the actual street cost about \$80+ per foot and the sidewalk quote price was higher than the \$22.75. So, the property owners along Vandemark should be assessed the \$100 maximum per foot for street and sidewalk.

Reports (Action Items):

- **City Engineer Report:**
 - **Pay Application #6 to Soukup Construction:** Enclosed in your packet is pay application #6 to Soukup Construction for the Vandemark Road Project that was tabled from our last meeting. The amount due for this pay application is \$179,923.35, which covers completed items as of October 4th. The work is approximately 92% complete.
 - **Pay Application #7 to Soukup Construction:** Enclosed in your packet is a second pay application (pay application #7) to Soukup construction for the Vandemark Road Project. The amount due for this pay application is \$62,567.93, which covers completed items as of October 25th and represents approximately 99% completion.
 - **Pay Application #15 to Soukup Construction:** Enclosed in your packet is pay application #15 to Soukup Construction for the Mickelson Road Project. The amount due for this pay application is \$69,415.73, which covers work completed through October 25th. This project is approximately 99% completed with only a few punch list items left.

Old Business:

- **Discuss Park Recreation Department:** This agenda item was tabled a couple of meetings ago to give the council some time to think about this department and how we want to proceed with it. The idea of possibly forming a “Park Board” has been presented so I have gathered some information from other area cities to see if they have a park board, how it is formed and what are the duties of this board. So, Brandon, Tea and Harrisburg all have park boards and Jesse gave me some information from Mobridge. I have broken down a comparison of this information for the board to review, plus gave you a little information on what these boards do. This may be something that we want to implement and then have this park board oversee our parks and recreation. This information is in your packet for review and discussion.
- **Discuss Community Engagement Meeting:** The Mayor has asked the city council to think about holding a community engagement meeting with the public. This would provide information to them on what is going on in the city. It would also allow the public to voice any questions, concerns or feedback they may have for the council. We previously talked about sometime after the 1st of the year. Please check your calendars so we discuss a good date, time, place, etc.

New Business:

- **Surplus List:** Enclosed in your packet is a surplus list. Craig would like to surplus the 1979 boom truck since it is not viable to the city anymore. If surplus we would like to place it for sale by auction.

Non-Agenda Updates

Projects:

- **Mickelson Road:** The only city items left to complete for the Mickelson Road project are: 1) ensure the new road is platted with the county; 2) vacate the old road going to highway 38; 3) complete the LOMR for FEMA; 4) De-annex a portion of Stumpe's ground per agreement; 5) Pay out any crop damages; 6) file a roll for the sidewalks (if need be) after next October 1st.
- **Vandemark Road:** The engineers have just declared this project substantially complete on October 18th. We will now calculate an assessment roll and public hearing. This roll will be sent out with a public notice next week.

Capital Improvement Plan (CIP): City staff met this last week with Mitch to review the CIP that was in your budget packet. We have reviewed and discussed each project and only a couple of changes were made. Mitch will update this, and we hope to bring it to the council for review within this next month.

Long-Range Transportation Plan (LRTP): Every 5 years the Sioux Fall Metropolitan Organization (MPO) is required to review and update their long-range transportation plan. The city of Hartford is included in this planning process since we are part of the MPO. I have been asked to be on the advisory committee for this plan so I can represent the City of Hartford and will be attending a few periodic meetings.

Joint Jurisdiction Meeting: I wanted to thank the council for attending this important meeting. I think it showed well for the city to have the full city council and full planning & zoning board there to talk with area residents and discuss this topic. I will be talking with the P&Z board about setting another public input date in January – I'll keep you posted. Once again, if you have any feedback from the meeting or if a good question about joint jurisdiction came up at your table, please let me know.

Township Property: Their annexation petition has been submitted to the city. The P&Z Board will review this petition on November 12th and then it will come before the city council on November 19th. Greg Boggs with the township says that their Board meets on November 6th and they will review the easement for the Western Avenue Sewer project at that time.

Warranty Deed: The HADF has received the title insurance for the city lot south of South Bar and once Larry has reviewed and approved, we can sign the warranty deed that will transfer the lot to the HADF.

Softball Association Scoreboard: The softball association has ordered the scoreboard for the park.

Snow Removal Help: The city is currently advertising for part-time snow removal help – the position will stay open until filled. (We have had 2 applicants so far but have not interviewed anyone yet.)

Street Sweeping Log: This has been updated and placed in your computer box.

Recreation Director Info: I have been monitoring Nates phone and email daily but there has been very little activity. All is going well so far with his duties.

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

Park Boards/Committee Comparisons

City	How Organized	# of Members	How Seats Filled	Length of Term	Pay/Wage	How Often are Meetings	Officers	Budget
Harrisburg	Set up by Ordinance	5-9 members – none can hold an elective office	Appointed in May by Mayor with city council approval	3 years	Not Paid	Once per quarter – Can hold special meetings if needed	Chair Vice-Chair Secretary (Takes minutes)	Budget request are to be submitted to City before 7/1
Tea	Set up by Ordinance	Max of 9 members allowed	Recommendations by Park Board w/ approval of city council	2 years	Not Paid	Once per month	Chair Vice-Chair (City Park & Rec Director acts as Secretary)	All expenses must be approved by City Council
Brandon	Set up as Committee by City (not by Ordinance)	5 voting members – plus 1 council rep and 1-2 city staff Reps, all non-voting	Appointed by Mayor with approval of city council	4 years (council members are annually)	\$40 per meeting	Once per month	Chair Vice-Chair (Chair will appoint Secretary for agenda, notices & minutes)	Budget requests or expenditures must be approved by city council
Mobridge	Set up by Ordinance	7 members – with one member being from the City Council	Appointed by Mayor with approval of city council	3 years	Not Paid	Once per month	Chair Vice-Chair Secretary	Board shall submit a budget Request to the city by 8/15

Harrisburg – Board shall act in an advisory role to the City Council on matters related to the establishment, improvement, care for, regulation and management of a system of public parks and parkways in and for the City. They shall provide a proposed budget to the city each year, shall provide an annual assessment of the public parks and parkways in and for the city. May be requested to assist the City with identifying design and funding improvements, fundraising and any other matters related to maintaining and improving the park system. They cannot expense funds or incur expenses unless approved by City Council.

Tea – The Board decides typically season dates, game times, registration cost, uniforms and any other business pertaining to city sponsored activities or programs. Any major needs such as more park space, field rental for programs or major upgrades to current facilities are decisions that are vetted through the Board by must be approved by city council. Tea has a Park & Recreation Director that is a city employee and this person prepares the agendas, informational packets, and takes the minutes for the Park Board meetings.

Brandon – The Park Advisory Committee is established for the purpose of investigation and providing recommendations to the Brandon City Council as to matters pertaining to the care, regulation, and management of the City’s public parks and operating a system of public recreation. The council representative will serve as the advisor to the city council.

Mobridge – The Board’s duties consists of overseeing and making recommendations to the city council regarding the public parks, pools and other facilities (including cemetery). Devise a comprehensive plan for the parks and recreation system that addresses the current and future needs of parks and facilities. To review and make recommendations to the city council affecting the establishment, improvement, maintenance and regulation of the parks – they regulate all tree planting and trimming in the park & boulevards. They employ a Recreation Director that directs all work in the operation and maintenance of the public parks and recreation programs. The director will oversee any employees of the parks.

