

**Hartford City Council Agenda**  
**Tuesday, January 21, 2020 - 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 - 01/07/2020
  - \*Special Meeting Minutes - 01/14/2020
- Approve Bills submitted for Payment

**Public Comments** - Public Input on Non-Agenda Items

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

**Applications, Hearings, Resolutions and Ordinances**

- Special Event Application - Downtown Hartford (Downtown Market)

**Reports**

- Fire Department Report - Chief Bryon Shumaker
- Chamber & Economic Development Director Report - Provided by Jesse Fonkert
  - \*Authorization to attend the Economic Advantage Summit
- City Engineer Report - Stockwell Engineers
  - \*Approval of Mickelson Road Project - Project #C461104-06
- Public Works Superintendent - Craig Wagner
  - \*Review/Approve Public Works Assistant Job Description
  - \*Approval to Begin Advertising for Public Works Assistant
- Finance Officer Report - Karen Wilber
- City Administrator Report - Provided by Teresa Sidel

**Old Business**

- Discussion of Possible Park Board/Committee
- Discussion of Community Engagement Meeting

**New Business**

- Approval to Surplus all Updated Meter Heads

**Correspondence**

**Executive Session (SDCL 1-25-2)**

**Adjournment**

**Next City Council Meeting: Tuesday - February 4, 2020**

## **City Council Meeting – Regular Meeting January 7, 2020**

Council President Arden Jones called the meeting to order at 7:00pm at Hartford City Hall with the following city council members present: Mark Monahan, Mark Brenneman, Travis Kuehl and Scott Nelson. Mayor Jeremy Menning and Brittany Glanzer were absent with notice. Also present were City Administrator Teresa Sidel, City Finance Officer Karen Wilber, Public Works Superintendent Craig Wagner, City Attorney Larry Nelson and City Engineer Mitch Mergen.

### **BUSINESS ITEMS:**

- **Approve Agenda:** A motion was made by Kuehl, second by Nelson to approve the agenda as set - all voted yes, motion carried.
- **Approval of the Minutes:** A motion was made by Brenneman, second by Kuehl to approve the meeting minutes from December 17, 2019 – all voted yes, motion carried. A motion was made by Nelson, second by Kuehl to approve the special meeting minutes from the December 23, 2019 – Brenneman abstained with all others voting yes, motion carried.

**PUBLIC COMMENTS:** None.

### **APPLICATIONS, HEARINGS, RESOLUTIONS AND ORDINANCES:**

- **7:05 Public Hearing – Renewal of City Garbage Licenses (Novak Sanitary Service, Cressman Sanitation, Inc., RBS Sanitation, Inc., Bolte’s Sunrise Sanitation, Inc.):** A motion was made by Nelson, second by Monahan, to approve the City Garbage License Renewals for 2020 – all voted yes, motion carried.
- **2<sup>nd</sup> Reading of Ordinance #683 - Amend Zoning Regulation #627 Fence Regulations:** The Planning & Zoning Board has reviewed the City’s fence regulations. Current regulations do not adequately address what materials are/are not allowed for fences. Revisions have been made to address this. A motion was made Monahan, second by Nelson to approve 2<sup>nd</sup> reading of Ordinance #683 - Amend Zoning Regulation #627 Fence Regulation – all voted yes, motion carried.

### **REPORTS:**

- **Sheriff’s Department Report:** Deputy Phil Ryan was present to give an update on recent activities within the city. For the month of Dec there were 251 calls for service.
- **Engineer Report:** Mitch Mergen was present to provide engineer updates:
  - Mickelson Road Improvements** – The project is now complete. A warranty inspection will be conducted later this year.
  - Wastewater Treatment Facility** – Discussion was held with engineers and legal counsel in executive session.
  - 9<sup>th</sup> Street Improvements** – Construction documents are now complete, and the project is ready to bid. A motion was made by Kuehl, second by Nelson to begin advertising the project for bid – Monahan voted no with all others voting yes, motion carried.
  - CIP Updates & Rate Study** – Mergen reviewed the updated Capital Improvement Plan with the Council. This is a 5-year plan that will help guide the City when having discussions about future projects and the funding of those projects. Engineers continue to work on the rate study. Once completed, that information will be presented to the council.
- **Public Works Report:** Public Works Superintendent Craig Wagner’s report was provided to the council.
  - Streets** – The 2020 slurry seal project information has been submitted. Snow removal after the last snow event went well. Work has been completed on the 2014 Ford, and it is now in service. Wagner will start looking for a dump truck. The contractor has finished cleaning out the drainage areas. Staff will spray these areas in the spring. Christmas lights have been taken down and stored away for the season.
  - Water** – New meters have been ordered and staff will be installing them throughout the winter. Quarterly reports have been done.
  - Sewer** – Water is being moved from Pond #2 to #3 in hopes of discharging. Permission will need to be obtained from the DENR prior to any discharging. Quarterly reports have been done. Future reporting will be done on a monthly basis.
  - Parks** – The frame for the new scoreboard in the park has been installed. Delivery of the scoreboard is scheduled for March.
  - Downtown** – Wagner continues to work with the sales rep on the issue with the new lights downtown.
- **Finance Officer Report:** City Finance Officer Wilber’s report was provided to the council. Items included a summary of revenues received in Dec along with an overview of the city’s cash balances, revenues and expenses through Nov. The Jan calendar of events was provided. Per state law, the governing board must set the date of the

municipal election. A motion was made by Monahan, second by Brenneman to set April 14, 2020 as the date of the municipal election – all voted yes, motion carried.

- **City Administrator Report:** City Administrator Sidel’s report was provided to the council. Staff will be meeting with City Engineers to review the City’s design standards. Any suggested changes will be brought to the council at a future meeting. The second public input meeting on joint jurisdiction is scheduled for Jan 28<sup>th</sup> at 120 Main Events - formerly the American Legion. Deputy Ryan continues to work on obtaining approval to issue traffic citations under city ordinance rather than state law. Being part of the LRTP team, Sidel continues to attend meetings. As part of this process, a public input meeting on the “Go Sioux Falls” plan will be held on Jan 14<sup>th</sup> 5-6pm at the Downtown Siouxland Library. To close out the City’s SRF loan, a final inspection of the Mickelson Rd project was done on Jan 7<sup>th</sup>.

#### **OLD BUSINESS:**

- **Discuss Park Recreation Department:** At the Nov 5<sup>th</sup> and Dec 3<sup>rd</sup> council meetings, Mayor Menning address the council about possibly implementing a park board. There was some discussion about how the board would be set up, membership, duties, etc. It was decided at that time to revisit this topic at the Jan 7<sup>th</sup> meeting. Troy Larson with the Hartford Area Bike & Rec Trails Committee was present to provide input. It is the opinion of their group that if this board was created to vet ideas of the committees/organization through and to then be presented to the council, that adding that extra layer of government approval would not be an ideal situation. Instead, his thought was that the different committees be dissolved, and members of those groups now become members of this board, working together on all aspects of park & rec in the Hartford Area. Matt Evans with Hartford Area Sports & Rec was also present. He concurred with Larson on his thoughts on the extra layer of government that would be created by adding this board. Evans would like some time to visit with the Mayor and council about their vision for this board. The HASR’s next meeting in Sunday evening and Councilmen Jones & Kuehl said they would be in attendance and they would also see if Mayor Menning could attend. It was the consensus of the group to keep the discussion going – to come up with a road map of where the City wants to go with a Park/Rec Dept and what approach needs to be taken to get there.
- **Discussion of Community Engagement Meeting:** Mayor Menning, Sidel and Fonkert have been meeting to put plans in place for the community engagement meeting. The meeting, with a proposed location of WC school, will be an open house format having different stations on various subject matter. Community members could come and go and visit the stations that interest them or that they may have questions about. Some of the proposed subject matter includes taxes, quality of life, short- and long-term goals of the City, infrastructure/WWTF, economic development, public safety and platting/zoning info. It was the consensus of the council to set the date as Feb 24<sup>th</sup> with Feb 26<sup>th</sup> as the backup date, depending on the availability of the school.
- **Discussion of Lots 2-8, Block 4 of Hartford City Proper:** Per Council motion on Dec 23, 2019, the City made an offer to purchase Lots 2-8, Block 4 of Hartford City Proper for \$75,000 contingent that the lots have a clear title and pass an environmental assessment. This offer was rejected. HADF Director Fonkert indicated that the sellers are firm on their price of \$95,000. A motion was made by Brenneman, second by Kuehl to increase the City’s offer to \$95,000 with the same contingencies as previously stated – Monahan voted no with all others voting yes, motion carried.
- **Funding for Project Blackbird:** Discussion was held with engineers and legal counsel in executive session.

#### **NEW BUSINESS:**

- **Review/Approve County Plat for Lot 4A & 8A, Block 2 of Brower Addition:** This plat, which is outside of city limits, is coming before the Council for approval as a result of our joint platting jurisdiction with Minnehaha County. These lots are located in our growth area and are therefore subject to the approval of both Planning & Zoning Board and City Council before it can be submitted to Minnehaha County for approval. The Planning & Zoning Board, along with City Engineers, have reviewed the plat and recommend approval by the Council. The City’s regulations require that a pre-annexation agreement be signed with the landowner before final approval is given on any plat within the City’s unincorporated jurisdiction. A motion was made by Kuehl, second by Brenneman to approve the plat for Lot 4A & 8A, Block 2 of Brower Addition contingent on receiving an executed pre-annexation agreement with the landowner – all voted yes, motion carried.
- **Allocation of Hartford Area Development Foundation 2020 Appropriation:** A motion was made by Nelson, second by Brenneman to approve payment of \$46,000 to the HADF for their 2020 appropriation – all voted yes, motion carried.
- **Allocation of Hartford Area Chamber of Commerce 2020 Appropriation:** A motion was made by Nelson, second by Brenneman to approve payment of \$32,000 to the HACC for their 2020 appropriation – all voted yes, motion carried.

**CORRESPONDENCE:** None.

**EXECUTIVE SESSION:** A motion was made Kuehl, second by Nelson to enter executive session pursuant to SDCL 1-25-2 (1) for personnel and SDCL 1-25-2 (3) for legal at 8:13pm – all voted yes, motion carried.

Minutes recorded by Finance Officer Karen Wilber.

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

---

Karen Wilber, Finance Officer

**EXECUTIVE SESSION:** A motion was made by Brenneman, second by Kuehl to exit executive session at 9:22pm – all voted yes, motion carried.

**ADJOURNMENT:** A motion was made by Monahan, second by Brenneman to adjourn at 9:23pm – all voted yes, motion carried.

Minutes recorded by City Administrator Teresa Sidel.

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

---

Teresa Sidel, City Administrator

**City Council Meeting – Special Meeting January 14, 2020**

Mayor Jeremy Menning called the meeting to order at 6:00 p.m. at the Hartford City Hall with the following city council members present: Arden Jones, Mark Brenneman, Travis Kuehl, Brittany Glanzer and Scott Nelson. Mark Monahan was absent with notice. City Administrator Teresa Sidel was also present.

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

**Discussion of financing for Project Blackbird:** Financing option for Project Blackbird were presented to the city council for review. Council discussed rates and terms from all three local banks. A motion was made by Jones, second by Nelson to pursue financing on a 5 year note through Reliabank and allow the Mayor to sign all necessary paperwork on behalf of the city – all voted yes, motion carried.

**Adjournment:** A motion was made by Brenneman, second by Glanzer to adjourn at 6:10 p.m. – all voted yes, motion carried.

Minutes recorded by City Administrator, Teresa Sidel.

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

---

Teresa Sidel, City Administrator

<u>Vendor ID</u>	<u>Vendor Name</u>		<u>Invoice</u>	<u>Invoice</u>	<u>Amount</u>
<u>Account Number</u>	<u>Description</u>		<u>Date</u>		<u>Amount</u>
Checking	1				
Checking	1	Fund: 101	GENERAL FUND		
ABBUSINESS	A&B BUSINESS, INC.		01/03/2020	IN688274	310.07
101 4142 424		JAN 2020 RENTAL - COPIER & 6 PRINTERS			291.54
101 4142 424		DEC 2019 - USAGE CHARGE			18.53
				Vendor Total:	310.07
ANDERSONP	ANDERSON PUBLICATIONS, INC.		12/31/2019	87542	790.30
101 4142 423		NOT OF HEAR - GARBAGE HAULER RENEWALS			5.75
101 4142 423		SG EMPLOYMENT ADS - SNOW REMOVAL HELP			48.00
101 4142 423		DEC BILL REPORT			78.42
101 4142 423		ORD 680			24.34
101 4142 423		ORD 681			60.50
101 4142 423		ORD 682			20.28
101 4142 423		EMPLOYMENT ADS - SNOW REMOVAL HELP			16.00
101 4142 423		12/3 CC MINUTES			127.46
101 4142 423		12/17 CC MINUTES			86.09
101 4142 423		RES 2019-17			14.53
101 4142 423		RES 2019-18			28.73
101 4142 423		RES 2019-19			225.45
101 4142 423		NOT OF HEAR - VANDEMARK SPEC ASSESSMENTS			12.50
101 4652 423		11/26 P&Z MINUTES			42.25
				Vendor Total:	790.30
CTYHART	CITY OF HARTFORD		12/27/2019	12272019 STMT	145.40
101 4192 428		W/S-OLD SHOP			33.71
101 4192 428		W/S-NEW MAINT SHOP			65.66
101 4192 428		W/S-CITY HALL			46.03
				Vendor Total:	145.40
CLARPAUL	CLARKE, PAUL		12/31/2019	DECEMBER 2019	147.42
101 4652 427		DEC 2019 MILEAGE			147.42
				Vendor Total:	147.42
COFFEECUP	COFFEE CUP FUEL STOPS - AUTO PMTS	01/01/2020	010120	STMT	171.11
101 4311 426		FUEL - STREETS			171.11
				Vendor Total:	171.11
CRESSM	CRESSMAN SANITATION, INC		01/01/2020	01012020 STATE	450.00
101 4192 428		GARBAGE SERV JAN-MAR			450.00
				Vendor Total:	450.00
DAKOT3	DAKOTA RIGGERS & TOOL SUPPLY, INC.	01/16/2020	0523340-IN		197.12
101 4311 426		LOG CHAIN, HOOK, SHACKEL FOR EQUIP			197.12

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Invoice</u>	<u>Amount</u>	
<u>Account Number</u>					<u>Amount</u>	
						Vendor Total: 197.12
DAKOTA	DAKOTA SUPPLY GROUP, INC.		12/19/2019	F256432	95.22	
101 4311 426		BULBS FOR BILLBOARD LIGHTS			95.22	
DAKOTA	DAKOTA SUPPLY GROUP, INC.		01/06/2020	F270180	410.00	
101 4311 425		REPAIR 2 BILLBOARD LIGHTS			410.00	
DAKOTA	DAKOTA SUPPLY GROUP, INC.		01/06/2020	F278174	34.46	
101 4311 425		PHOTO CONTROL - 2 BILLBOARD LIGHTS			34.46	
						Vendor Total: 539.68
EICH	EICH LAW OFFICES, PROF. LLC		01/14/2020	23388	87.86	
101 4142 422		LEGAL SERVICES - PROJECT BLACKBIRD			87.86	
						Vendor Total: 87.86
FARMERC	FARMERS & MERCHANTS CO-OP OIL CO.		12/09/2019	19417	1,275.00	
101 4311 426		DIESEL FUEL			1,275.00	
						Vendor Total: 1,275.00
FASTENAL	FASTENAL COMPANY		12/20/2019	SDSIU349967	149.10	
101 4521 425		PARTS TO REPAIR STEEL PANEL BY BRIDGE			149.10	
						Vendor Total: 149.10
FIRSBANK	FIRST NATIONAL BANK OMAHA		12/30/2019	123019 STATE	53.25	
101 4142 422 2		IT SERVICE - BOX			53.25	
FIRSBANK	FIRST NATIONAL BANK OMAHA		12/30/2019	123019 STMT	640.70	
101 4142 422 2		MICROSOFT - OFFICE 365 SUBSCRIPTIONS			49.50	
101 4142 422 2		MICROSOFT - EMAIL ACCOUNTS			24.00	
101 4142 434 1		ADOBE SUB - FONKERT CR SALES TAX			(11.69)	
101 4142 434 1		ADOBE SUB - SIDEL CR SALES TAX			(4.55)	
101 4521 427		DEPT OF AG - OKANE RECERT CLASSES			150.00	
101 4521 427		DEPT OF AG - HANISCH RECERT CLASSES			150.00	
101 4142 426		PRIOR SERVICE - COIN DISPLAY HOLDER			17.44	
101 4142 426		WILLIAMS SOUND - EAR PCS FOR FM CC SYSTEM			31.00	
101 4142 427		SD DEPT OF TOUR - REGISISTRATION FONKERT			235.00	
						Vendor Total: 693.95
FONKJES	FONKERT, JESSE		01/06/2020	REIMB XMAS PARTY	50.00	
101 4142 429		REIMB GIFT CARDS FOR XMAS PARTY			50.00	
						Vendor Total: 50.00
FRIEBE	FRIEBERG, NELSON & ASK, LLP		12/20/2019	65209	163.55	

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Invoice</u>	<u>Amount</u>	
<u>Account Number</u>					<u>Amount</u>	
101 4652 429		EARLEY ABATEMENT			163.55	
						Vendor Total: 163.55
GOLDENWEST	GOLDEN WEST TELECOMMUNICATIONS COOPERATIVE, INC.		01/01/2020	01012020 STATE	486.18	
101 4192 428		PHONE-OFFICE FAX LINE			44.48	
101 4192 428		PHONE-OFFICE LINE 2			53.61	
101 4192 428		PHONE-CHAMBER/EDD			61.15	
101 4192 428		PHONE-OFFICE LINE 1/INTERNET			162.60	
101 4192 428		PHONE-OFFICE LINE 3			48.56	
101 4192 428		PHONE-CITY SHOP/INTERNET			115.78	
						Vendor Total: 486.18
HARTF9	HARTFORD BUILDING CENTER, INC.		12/31/2019	12312019 STMT	87.72	
101 4311 426		SCREWS FOR FUEL FLANGE - '14 FORD			12.94	
101 4311 426		STREET SUPPLIES - FASTENERS/TAPE			17.80	
101 4311 426		STREET SUPPLIES - FASTENERS/ TAPER FILE			6.87	
101 4311 426		PAINT FOR INSIDE COMPARTMENTS - '14 FORD			27.96	
101 4311 426		PAINT FOR INSIDE COMPARTMENTS - '14 FORD			20.97	
101 4521 426		PARK - PVC CONDUIT COUPLERS			1.18	
						Vendor Total: 87.72
INTECOMM	INTER-LAKE COMMUNITY ACTION PARTNERSHIP, INC.		01/10/2020	01102020 STATE	2,325.00	
101 4390 422		MGMT FEE - JAN THRU MAR 2020			2,325.00	
						Vendor Total: 2,325.00
JAYMAR	JAYMAR BUSINESS FORMS, INC.		12/21/2019	58043	76.14	
101 4142 4231		TAX FORMS AND ENVELOPES			76.14	
						Vendor Total: 76.14
MATHLINW	MATHESON TRI-GAS INC		12/31/2019	51562042	77.19	
101 4192 426		SHOP WELDING SUPPLIES			77.19	
						Vendor Total: 77.19
MCEDA	MCEDA		01/10/2020	2020 DUES	6,900.00	
101 4652 429 1		2020 MCEDA DUES			6,900.00	
						Vendor Total: 6,900.00
MARC	MID-AMERICAN RESEARCH CHEMICAL		12/12/2019	0683234-IN	1,039.06	
101 4311 4254		ICE MELT FOR SIDEWALKS			417.38	
101 4521 426		SPRAY FOR DRAINAGE AREAS			621.68	
						Vendor Total: 1,039.06
MIDAME	MIDAMERICAN ENERGY COMPANY		12/27/2019	12272019 STATE	322.55	

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Invoice</u>	<u>Invoice</u>	<u>Amount</u>
<u>Account Number</u>	<u>Description</u>	<u>Date</u>		<u>Amount</u>
101 4511 428	GAS-POOL			8.00
101 4511 428	GAS-POOL			50.00
101 4192 428	GAS-NEW SHOP			81.40
101 4192 428	GAS-OLD SHOP			87.60
101 4192 428	GAS-CITY HALL			95.55
Vendor Total:				322.55
MINNDEEDS	MINNEHAHA COUNTY REGISTER OF DEEDS	01/02/2020	01022020 STMT	30.00
101 4652 422	FILE TOWNSHIP ANNEXATION RESOLUTION			30.00
Vendor Total:				30.00
MINNE4	MINNEHAHA COUNTY SHERIFF	12/20/2019	OBJ342130- 2019-4	13,452.71
101 4211 422202	4TH QRT DAYTIME HRS			13,452.71
Vendor Total:				13,452.71
NAPA	NAPA AUTO PARTS OF HARTFORD	12/19/2019	128620	3.85
101 4311 425	'06 CHEVY TAIL LIGHT REPAIRS			3.85
NAPA	NAPA AUTO PARTS OF HARTFORD	01/02/2020	129200	33.30
101 4311 426	RUBBER/WIRE - BUMPER INSTALL - '14 FORD			33.30
NAPA	NAPA AUTO PARTS OF HARTFORD	01/03/2020	129273	62.55
101 4311 425	REPAIR DOOR LATCH ON GEHL			62.55
NAPA	NAPA AUTO PARTS OF HARTFORD	01/08/2020	129507	36.16
101 4311 426	JACK LIFTING RETAINER - '14 FORD			36.16
NAPA	NAPA AUTO PARTS OF HARTFORD	01/08/2020	129520	17.87
101 4311 426	FUEL TREATMENT/SILICONE/AIR FRESHENER			17.87
NAPA	NAPA AUTO PARTS OF HARTFORD	01/08/2020	129532	16.67
101 4311 426	HARDWARE - INSTALL 2WAY RADIO - '14 FORD			16.67
NAPA	NAPA AUTO PARTS OF HARTFORD	01/08/2020	129552	66.09
101 4311 426	BLUE DEF FOR PAYLOADER & BACKHOE			47.96
101 4311 426	WINSHIELD WASH FOR EQUIPMENT			1.99
101 4521 426	ANTIFREEZE FOR LAWN MOWERS			16.14
NAPA	NAPA AUTO PARTS OF HARTFORD	01/09/2020	129568	21.99
101 4311 426	STORAGE CONTAINER - '14 FORD			21.99
NAPA	NAPA AUTO PARTS OF HARTFORD	01/10/2020	129665	164.83
101 4311 425	REPLACEMENT STEP FOR '00 STERLING			164.83
Vendor Total:				423.31
NEWCENT	NEW CENTURY PRESS, INC	01/13/2020	300324811	9.93
101 4652 423	PUB NOT - BEAVERBUILT VARIANCE			9.93
NEWCENT	NEW CENTURY PRESS, INC	01/13/2020	300324812	28.13

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Invoice</u>	<u>Invoice</u>	<u>Amount</u>
<u>Account Number</u>	<u>Description</u>	<u>Date</u>		<u>Amount</u>
101 4142 423		12/23	CC MTG	28.13
NEWCENT	NEW CENTURY PRESS, INC	01/13/2020	300324813	8.28
101 4142 423			DEC PAYROLL REPORT	8.28
NEWCENT	NEW CENTURY PRESS, INC	01/13/2020	300324814	48.00
101 4652 423		12/30	PZ MTG	48.00
Vendor Total:				94.34
NORTHE	NORTHERN STATES SUPPLY, INC.	12/23/2019	1388420	8.68
101 4311 426			BOLTS FOR BUMPER INSTALL - '14 FORD	8.68
Vendor Total:				8.68
NOTHDU	NOTHDURFT CONSTRUCTION	01/04/2020	WATERWAYS	3,334.19
101 4521 425			CLEAN OUT VARIOUS DRAINAGE WAYS	3,334.19
Vendor Total:				3,334.19
OFFICEELE	OFFICE ELEMENTS COMPANY	01/14/2020	196406-0	970.86
101 4192 434			6 CC STAFF TABLE CHAIRS	970.86
Vendor Total:				970.86
PETTY	PETTY CASH	01/14/2020	01142020 VOUCHER	22.28
101 4142 429			DOLLAR GENERAL - STAFF XMAS CARDS	1.28
101 4652 426			CERTIFIED MAILINGS - P CLARKE	21.00
Vendor Total:				22.28
QUILL	QUILL CORPORATION	12/17/2019	3423237	117.95
101 4142 426			CALENDAR - B VOTH	24.99
101 4142 426			PAPER	45.98
101 4142 426			FILE FOLDERS	46.98
QUILL	QUILL CORPORATION	12/27/2019	3582497	58.95
101 4142 426			CERTIFICATE HOLDERS/ENVELOPES	58.95
QUILL	QUILL CORPORATION	01/08/2020	3836408	158.78
101 4142 426			BINDERS	26.97
101 4142 426			TAB DIVIDERS	50.57
101 4142 426			BIC PENS	12.47
101 4142 426			DISPOSABLE GLOVES	8.79
101 4142 426			COPY PAPER	59.98
Vendor Total:				335.68
SANFORD	SANFORD HEALTH OCCUPATIONAL MEDICINE CLINIC	12/31/2019	518997	45.00
101 4142 415			NEW HIRE DRUG TESTING - J VAN OVERBEKE	45.00
Vendor Total:				45.00
SANITATION	SANITATION PRODUCTS, INC.	01/10/2020	74687	59.57
101 4311 425			WATER FILTER CARTRIDGE FOR ST SWEEPER	59.57

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Invoice</u>	<u>Amount</u>	
<u>Account Number</u>					<u>Amount</u>	
SANITATION	SANITATION PRODUCTS, INC.		01/16/2020	74730	58.32	
101 4311 425		BREATHER CAP FOR ST SWEEPER			58.32	
						Vendor Total: 117.89
SDASS3	SD ASSN OF CODE ENFORCEMENT		01/01/2020	2020 DUES	40.00	
101 4652 427		2020 SD ASSOC OF CODE ENFORCEMENT DUES			40.00	
						Vendor Total: 40.00
SDBUILDING	SD BUILDING OFFICIALS' ASSOCIATION		01/01/2020	2020 DUES	50.00	
101 4652 427		2020 SD BUILDING OFFICIAL ASSOC DUES			50.00	
						Vendor Total: 50.00
SDCITY	SD CITY MANAGEMENT ASSOCIATION		01/01/2020	2020 DUES	150.00	
101 4142 429 1		2020 SD CITY MGMT ASSOC DUES			150.00	
						Vendor Total: 150.00
SDDEP2	SD DEPARTMENT OF REVENUE - AUTO PMTS		12/31/2019	12/2019 SALES	100.90	
101 4142 4540		SALES TAX DUE - DECEMBER			100.90	
						Vendor Total: 100.90
SDFINA	SD FINANCE OFFICERS ASSOCIATIO		01/01/2020	2020 DUES	40.00	
101 4142 429 1		2020 SD FINANCE OFFICER ASSOC DUES			40.00	
						Vendor Total: 40.00
SDHUMAN	SD HUMAN RESOURCE ASSOCIATION		01/01/2020	2020 DUES	25.00	
101 4142 429 1		2020 SD HUMAN RESOURCE ASSOC DUES			25.00	
						Vendor Total: 25.00
SDMUNI	SD MUNICIPAL LEAGUE		01/01/2020	2020 DUES	2,109.80	
101 4142 429 1		2020 SDML DUES			2,109.80	
						Vendor Total: 2,109.80
SDSTRE	SD STREET MTCE ASSOCIATION		01/01/2020	2020 DUES	35.00	
101 4311 427		2020 SD STREET MAINT ASSOC DUES			35.00	
						Vendor Total: 35.00
SECOG	SE COUNCIL OF GOVERNMENTS		12/06/2019	2020-043	4,086.00	
101 4142 429 1		2020 SECOG DUES			4,086.00	
						Vendor Total: 4,086.00
SIDETERE	SIDEL, TERESA		12/31/2019	12312019 VOUCHER	60.00	
101 4142 428		DECEMBER CELL PHONE REIMBURSEMENT			60.00	
						Vendor Total: 60.00

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Invoice</u>	<u>Amount</u>
<u>Account Number</u>					<u>Amount</u>
SFNETWORKS	SIOUX FALLS NETWORKS		01/02/2020	10566	275.00
101 4142 434 1		2 YRS ESET ANTIVIRUS - 8 USERS			275.00
SFNETWORKS	SIOUX FALLS NETWORKS		01/01/2020	10597	134.55
101 4142 422 2		IT MAINT SERVICE - JAN 2020			134.55
Vendor Total:					409.55
SIOUXV	SIOUX VALLEY ENERGY		12/27/2019	12272019 STATE	3,644.25
101 4311 428		ELEC-CROSSING LTS S OF HS			50.48
101 4311 428		ELEC-BILLBOARDS			240.62
101 4311 428		ELEC-STREET LIGHTS			1,707.80
101 4311 428		ELEC-CROSSING LTS N OF HS			50.48
101 4311 428		ELEC-WELCOME SIGN-HWY 38/WESTERN			62.32
101 4311 428		ELEC-WELCOME SIGN HWY 38			78.17
101 4311 428		ELEC-NEW CROSSWALK SERVICE			50.86
101 4311 428		ELEC-WELCOME SIGN WESTERN/DIAMOND TRL			50.00
101 4192 428		ELEC-TAMMEN WEATHER SIREN			58.12
101 4192 428		ELEC-NEW CITY SHOP			254.77
101 4192 428		ELEC-OLD CITY SHOP			187.15
101 4192 428		ELEC-CITY HALL			242.05
101 4192 428		ELEC-STORAGE BLD BY MEM PARK			96.99
101 4511 428		ELEC-POOL			58.79
101 4521 428		ELEC-TURTLE CREEK RR			55.73
101 4521 428		ELEC-PARK SHELTERS			150.37
101 4521 428		ELEC-SPORTS COMPLEX			90.00
101 4521 428		ELEC-DAVID ROE FIELDS - NORTH LIGHTS			59.55
101 4521 428		ELEC-DAVID ROE FIELDS - EAST LIGHTS			50.00
101 4521 428		ELEC-DAVID ROE FIELDS - WEST LIGHTS			50.00
Vendor Total:					3,644.25
STOCKW	STOCKWELL ENGINEERS		01/09/2020	10298	2,435.00
101 4521 439		SWENSON PARK SPORTS COMPLEX GRADING			2,435.00
STOCKW	STOCKWELL ENGINEERS		01/09/2020	10318	5,319.75
101 4652 422		2020 CIP UPDATES & RATE STUDY			5,319.75
STOCKW	STOCKWELL ENGINEERS		01/09/2020	10362	3,177.25
101 4652 422		2020 SLURRY SEAL PROJECT			1,311.25
101 4652 422		GIS MAP UPDATES			135.00
101 4652 422		PLAT & PLAN REVIEWS			603.40
101 4652 422		COUNCIL MTGS/REPORTS/MILEAGE			902.60
101 4652 422		SEWER TESTS - D MAHRT			225.00
Vendor Total:					10,932.00

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Invoice</u>	<u>Invoice</u>	<u>Amount</u>
<u>Account Number</u>	<u>Description</u>	<u>Date</u>		<u>Amount</u>
TAMMENAUTO	TAMMEN AUTO & TIRE, INC.	12/04/2019	160479	1,003.47
101 4311 425	TIRE REPAIRS SKID LOADER			1,003.47
				Vendor Total: 1,003.47
TASC	TOTAL ADMINISTRATIVE SERVICES CORPORATION	11/30/2019	IN1656055	938.16
101 4142 415	2020 ADMINISTRATIVE FEE			938.16
				Vendor Total: 938.16
SFTWOW	TWO WAY SOLUTIONS, INC.	01/03/2020	115833	631.98
101 4311 426	2WAY RADIO FOR '14 FORD			631.98
				Vendor Total: 631.98
VERIZO	VERIZON WIRELESS	12/22/2019	9844784904	334.27
101 4521 428	CELL SERV-LANDFILL CAMERA			40.01
101 4652 428	CELLS-BP & CODE ENF			53.46
101 4142 428	CELL-CHAMBER/EDD			44.66
101 4192 428	CELLS-PUBLIC WORKS			124.80
101 4211 428	CELL-MINN SHERIFF			26.73
101 4512 428	CELL-REC DIRECTOR			44.61
				Vendor Total: 334.27
VOTHBRYA	VOTH, BRYAN	12/31/2019	12312019 VOUCHER	24.36
101 4652 427	DEC MILEAGE REIMBURSEMENT			24.36
				Vendor Total: 24.36
				Fund Total: 59,934.08
Checking	1	Fund: 505	MICKELSON ROAD PROJECT	
STOCKW	STOCKWELL ENGINEERS	01/09/2020	10288	5,604.12
505 5501 422	MICKELSON ROAD CONSTRUCTION			5,604.12
				Vendor Total: 5,604.12
				Fund Total: 5,604.12
Checking	1	Fund: 506	VANDEMARK STREET PROJECT	
STOCKW	STOCKWELL ENGINEERS	01/09/2020	10293	678.86
506 5501 422	VANDEMARK AVE STREET IMPROVEMENTS			678.86
				Vendor Total: 678.86
				Fund Total: 678.86
Checking	1	Fund: 602	WATER FUND	
BADMET	BADGER METER	11/29/2019	80041002	26.70
602 4335 422	NOV 2019 - FEE TO READ 60 METERS			26.70
BADMET	BADGER METER	12/30/2019	80043826	25.81
602 4335 422	DEC 2019 - FEE TO READ 58 METERS			25.81
				Vendor Total: 52.51
CTYSOOFALL	CITY OF SIOUX FALLS	12/30/2019	16662	43.50
602 4335 422	CITY WATER TESTS (DEC)			43.50

<u>Vendor ID</u>	<u>Vendor Name</u>		<u>Invoice Date</u>	<u>Invoice</u>	<u>Amount</u>	
<u>Account Number</u>		<u>Description</u>			<u>Amount</u>	
						Vendor Total: 43.50
MINNEH	MINNEHAHA COMMUNITY WATER CORPORATION		01/03/2020	01032020 STATE	10,273.41	
602 4334 4261		BULK WATER PURCHASE			10,273.41	
						Vendor Total: 10,273.41
PETTY	PETTY CASH		01/14/2020	01142020 VOUCHER	166.57	
602 4335 4261		POSTAGE-DECEMBER W/S BILLS			151.34	
602 4335 4261		POSTAGE-W/S DELINQUENT LETTERS			15.23	
						Vendor Total: 166.57
SDDENR	SD DEPT OF ENVIRONMENT & NATURAL RESOURCES		12/03/2019	2020 RENEW - HANISCH	6.00	
602 4335 427		HANISCH - WATER DISTRIBUTION CERT			6.00	
SDDENR	SD DEPT OF ENVIRONMENT & NATURAL RESOURCES		12/03/2019	2020 RENEW - OKANE	6.00	
602 4335 427		OKANE - WATER DISTRIBUTION CERT			6.00	
SDDENR	SD DEPT OF ENVIRONMENT & NATURAL RESOURCES		12/03/2019	2020 RENEW - WAGNER	6.00	
602 4335 427		WAGNER - WATER DISTRIBUTION CERT			6.00	
						Vendor Total: 18.00
SIOUXV	SIOUX VALLEY ENERGY		12/27/2019	12272019 STATE	214.45	
602 4332 428		ELEC-N WATER TOWER/SIREN			214.45	
						Vendor Total: 214.45
SDONECALL	SOUTH DAKOTA ONE CALL		12/31/2019	SD19-3651	58.80	
602 4335 428		W/S LOCATES (OCT-DEC)			58.80	
						Vendor Total: 58.80
ZABEL	ZABEL STEEL COMPANY		01/16/2020	160801	38.59	
602 4334 426		STEEL PIPE TO MAKE VALVE WRENCHES			38.59	
						Vendor Total: 38.59
						Fund Total: 10,865.83
Checking		1	Fund: 604	SEWER FUND		
AMERENGI	AMERICAN ENGINEERING TESTING, INC.		12/31/2019	401813	513.25	
604 6040 422		WATER ANALYSIS			513.25	
						Vendor Total: 513.25
BADMET	BADGER METER		11/29/2019	80041002	26.70	
604 6040 422		NOV 2019 - FEE TO READ 60 METERS			26.70	
BADMET	BADGER METER		12/30/2019	80043826	25.81	
604 6040 422		DEC 2019 - FEE TO READ 58 METERS			25.81	
						Vendor Total: 52.51

<u>Vendor ID</u>	<u>Vendor Name</u>		<u>Invoice Date</u>	<u>Invoice</u>	<u>Amount</u>	
<u>Account Number</u>		<u>Description</u>			<u>Amount</u>	
CTYHART	CITY OF HARTFORD		12/27/2019	12272019	33.83	
				STMT		
604 6040 428		W/S-SEWER PLANT			33.83	
						Vendor Total: 33.83
COLONI	COLONIAL RESEARCH CHEMICAL CORPORATION		12/12/2019	144608	617.34	
604 6040 426		SEWER BREAKDOWN			617.34	
						Vendor Total: 617.34
CRESSM	CRESSMAN SANITATION, INC		01/01/2020	01012020	1,800.00	
				STATE		
604 6040 428		WWTF SERV JAN-MAR			1,800.00	
						Vendor Total: 1,800.00
HARTF9	HARTFORD BUILDING CENTER, INC.		12/31/2019	12312019	1,100.35	
				STMT		
604 6040 425		SHINGLES/GUTTER/ETC - BLOWER BLDG			1,100.35	
						Vendor Total: 1,100.35
MIDAME	MIDAMERICAN ENERGY COMPANY		12/27/2019	12272019	119.72	
				STATE		
604 6040 428		GAS-SEWER PLANT			119.72	
						Vendor Total: 119.72
OMNISITE	OMNI-SITE		01/01/2020	69497	900.00	
604 6040 428		WWTF MONITORING FEE - 2020			300.00	
604 6040 428		SAGEHORN MONITORING FEE - 2020			300.00	
604 6040 428		MICKELSON MONITORING FEE - 2020			300.00	
						Vendor Total: 900.00
PETTY	PETTY CASH		01/14/2020	01142020	166.56	
				VOUCHER		
604 6040 4261		POSTAGE-DECEMBER W/S BILLS			151.34	
604 6040 4261		POSTAGE-W/S DELINQUENT LETTERS			15.22	
						Vendor Total: 166.56
SDDENR	SD DEPT OF ENVIRONMENT & NATURAL RESOURCES		01/01/2020	2020 FEE - SD0021750	2,500.00	
604 6040 4221		2020 WW FEE - DISCHARGE PERMIT SD0021750			2,500.00	
SDDENR	SD DEPT OF ENVIRONMENT & NATURAL RESOURCES		12/03/2019	2020 RENEW - HANISCH	12.00	
604 6040 427		HANISCH - WASTEWATER COLLECTION CERT			6.00	
604 6040 427		HANISCH - WASTEWATER TREATMENT CERT			6.00	
SDDENR	SD DEPT OF ENVIRONMENT & NATURAL RESOURCES		12/03/2019	2020 RENEW - OKANE	12.00	
604 6040 427		OKANE - WASTEWATER TREATMENT CERT			6.00	
604 6040 427		OKANE - WASTEWATER COLLECTION CERT			6.00	

<u>Vendor ID</u>	<u>Vendor Name</u>		<u>Invoice</u>	<u>Invoice</u>	<u>Amount</u>
<u>Account Number</u>	<u>Description</u>		<u>Date</u>		<u>Amount</u>
SDDENR	SD DEPT OF ENVIRONMENT & NATURAL RESOURCES		12/03/2019	2020 RENEW - WAGNER	12.00
604 6040 427	WAGNER - WASTEWATER TREATMENT CERT				6.00
604 6040 427	WAGNER - WASTEWATER COLLECTION CERT				6.00
Vendor Total:					2,536.00
SIOUXV	SIOUX VALLEY ENERGY		12/27/2019	12272019 STATE	3,055.70
604 6040 428	ELEC-MAIN LIFT STATION				1,220.72
604 6040 428	ELEC-WASTE WATER LAGOONS				1,667.66
604 6040 428	ELEC-SAGEHORN LIFT STATION				75.31
604 6040 428	ELEC-MICKELSON/HWY 38 LIFT STATION				92.01
Vendor Total:					3,055.70
SDONECALL	SOUTH DAKOTA ONE CALL		12/31/2019	SD19-3651	58.80
604 6040 428	W/S LOCATES (OCT-DEC)				58.80
Vendor Total:					58.80
STOCKW	STOCKWELL ENGINEERS		01/09/2020	10300	8,987.86
604 6040 439	WWTF PRELIMINARY DESIGN				8,987.86
Vendor Total:					8,987.86
WATERE	WATER ENVIRONMENTAL FEDERATION		01/01/2020	2020 DUES	90.00
604 6040 427	2020 WATER ENVIRONMENTAL DUES				90.00
Vendor Total:					90.00
Fund Total:					20,031.92
Checking Account Total:					97,114.81

**Check Register by Type**  
Prepaid Checks

<b>Payee Type: Vendor</b>		<b>Check Type: Check</b>			<b>Checking Account ID: 1</b>		
<u>Check Number</u>	<u>Check Date</u>	<u>Cleared</u>	<u>Void</u>	<u>Void Date</u>	<u>Entity ID</u>	<u>Entity Name</u>	<u>Check Amount</u>
43275	12/18/2019	X			SOUKUP	SOUKUP CONSTRUCTION, INC.	290,719.03
43276	12/18/2019	X			SOUKUP	SOUKUP CONSTRUCTION, INC.	148,630.89
43277	12/18/2019	X			GREATWEST	GREAT WESTERN BANK	2,000.00
43278	12/19/2019	X			HARTF1	HARTFORD'S BEST PAINT AND BODY	950.00
43279	12/19/2019	X			CHUSUT	CHUCK SUTTON, LLC TRUST ACCOUNT	65,000.00
43281	12/26/2019				HARTF5	HARTFORD SENIOR CITIZENS	900.00
43296	01/02/2020				RELIA	RELIABANK DAKOTA	87,297.83
43297	01/02/2020				USBANKSF	US BANK, NA	93,901.05
43298	01/08/2020				HARTCHAM	HARTFORD AREA CHAMBER OF COMMERCE	32,000.00
43299	01/08/2020				HARTF4	HARTFORD AREA DEVELOPMENT FOUNDATION	46,000.00
43300	01/08/2020				SDDENR	SD DEPT OF ENVIRONMENT & NATURAL RESOURCES	250.00
43301	01/09/2020				HARTF6	HARTFORD STEAK CO. TAVERN	765.64
Checking Account ID: 1					Void Total:	0.00	Total without Voids: 768,414.44
Check Type Total:			Check	Void Total:	0.00	Total without Voids: 768,414.44	
Payee Type Total:			Vendor	Void Total:	0.00	Total without Voids: 768,414.44	
Grand Total:					Void Total:	0.00	Total without Voids: 768,414.44

**APPLICATION FOR A SPECIAL EVENTS PERMIT and USE OF**  
**ALCOHOLIC BEVERAGES IN A PUBLIC AREA**  
**(No Alcohol Sales)**

Downtown Hartford Inc. (organization/applicant), hereby makes application to the City of Hartford, South Dakota, to conduct an event described as follows: (Downtown Hartford Market)

Monthly Farmers Market + Artisan Vendor Fair  
From the 1st Thursday in June to the 1st Thursday in Oct.  
for FIVE monthly market events.

Dates  
6-4-20  
7-2-20  
8-6-20  
9-3-20  
10-1-20

Such event shall be conducted on the 1st Thursday each month June - Oct day of 2020, between the hours of 5 pm and 8:30 pm.

\* Street closure @ 4pm - 9pm \*

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

From Modish to South Bar on Main Ave -  
\* Barriers placed at 1st + Main (east + west sides), Modish, South Bar

Address of Event: Main Ave

Is the organization applying for the use of alcoholic beverages on described public property? yes - open container allowable from South Bar + BRB

street and sidewalks included - PLEASE !!

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

Callie J Tuschen 1-15-20  
Signature Date

Organization: DHI - Downtown <sup>Hartford</sup> Market  
Applicant: Callie Tuschen  
Address: 125 N Main Ave  
Phone Number: 605-999-6660  
Email: cjtuschen@yahoo.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



## **Chamber and Economic Development Director's Report December 2019**

### **Hartford Area Chamber of Commerce**

- Two new members joined in December: Marti & Teresa Sidel and Plain Commerce Bank, Dawn VanNieuwenhuyzen
- Hartford Spinal Care hosted the Holiday Mixer. Thank you!
- Work continues on #DiscoverHartford videos and stories.
- The fourth and final newsletter of 2019 was published.
- Participated in Events, Executive, Marketing, Governance, and Ambassador Committee meetings and planning.
- The HTC Breakfast was held. Attendance and donations were down this year due in part to it falling on Thanksgiving weekend and the dismal weather.
- Welcome Bags were put together and handed out to 30+ families.
- Worked on launching the #HartfordBurgerBattle Challenge.

### **Hartford Area Development Foundation**

- Ongoing communication with the following projects: Coronet, Champion, Biltmore, Daycare, Apollo, Lemonade Stand, Galaxy, Caboose, Jack, Washington, Spirit, and Auction.
- Worked on promoting the two RFPs "Babies & Booze."
- Conducted tour of Hartford with prospect interested in several Hartford development opportunities.
- Planning for 2020 Board and the prospect of hiring NCDS for 2020 capital campaign.

### **Other**

- Met with Dave Eisland at Heritage Bank to discuss Hartford development and growth.
- Participated in a Wastewater Treatment Facility planning session.
- Met with Stone Group Architects for a meet & greet.
- Attended a Sioux Empire Chamber Chat meeting with Harrisburg, Brandon, Hartford, & SF Chambers.
- Attended the MCEDA Board meeting in Sioux Falls.
- Met with new accountant Nelson & Nelson to discuss plan for transfer of books.

### **On the Horizon**

- Jan 14 – Ambassadors Meeting
- Jan 15 – MCEDA Board Meeting
- Jan 16 – Monthly Mixer @ Central States Mfg
- Jan 16 – Downtown Hartford Inc Monthly Meeting
- Jan 17 – Marketing Committee Meeting
- Jan 20 – Speaking to West Central Teachers at In-service
- Jan 21-25 – SD Tourism Conference in Pierre



### **On the Horizon (cont.)**

- Jan 28 – Governance Committee Meeting
- Jan 28 – Joint Zoning Jurisdiction Meeting #2
- Jan 29 – Capital Campaign Meeting
- Jan 30 – Executive Cmte Meeting
- Jan 31 – TENT: Minnehaha Messenger Ribbon Cutting
- Feb 7 – Annual Banquet
- Feb 8 – District 9 Legislative Coffee

### **Facebook Data –Dec 13 – Jan 10**

- Hartford Area Development Foundation
  - o Likes: 648
  - o New Page Likes: 4
  - o Post Reach: 7,796
  - o Engagements: 487
- Hartford Area Chamber of Commerce
  - o Likes: 1,236
  - o New Page Likes: 13
  - o Post Reach: 6,606
  - o Engagements: 1,950

**SAVE THE DATE**

Obsessively, Relentlessly  
**At Your  
Service**

ECONOMIC ADVANTAGE®  
**PARTNER SUMMIT**

Growing Iowa's economy is our mutual focus — join us to dig deeper into how we can **continue to succeed together**.

**February**  
**18 and 19**

Des Moines, Iowa

- > Meet senior leadership
- > Discover energy industry trends
- > Leverage partnerships
- > Leave inspired

**STAY TUNED** FOR ADDITIONAL DETAILS

**MIDAMERICAN**  
ENERGY COMPANY.

Kathryn M. Kunert  
Vice President  
Economic Connections and Integration



## 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** | Construction documents are advertised and are being reviewed by contractors. Bid letting will be held on February 5, at 2:00 at City Hall.

---

## 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. A target bid date of February is planned.

---



## CIP Updates and Rate Study

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

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

---

## Waste Water Treatment Facility

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

**Update** | Stockwell staff is working with the City attorney to develop agreements and other legal documents to present to potential landowners. Stockwell is also developing preliminary estimates to incorporate into the City's rate study.

---

## 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 464<sup>th</sup> 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** | Construction is complete along with final payment to the Contractor. A warranty inspection will be conducted next fall. Stockwell staff will be working on record drawings for the project and conducting a LOMR to finalize elevations with FEMA.

---

## 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: Slurry Seal Plans and Specifications ▪ Knapp's Landing Plat Review ▪ C&C Ventures Construction Plan Review

---

CERTIFICATE OF ACCEPTANCE

Recipient City of Hartford Project No. C461104-06

Project Title. Mickelson Road Project

Contractor Soukup Construction, Inc.

The Project Engineer verifies that the construction has been performed in accordance with the plans, specifications, and change orders as approved the Department of Environment and Natural Resources and the terms of the contract documents and the work performed has been observed by an authorized representative of the Project Engineer and the project is determined complete.

Stockwell Engineers, Inc..  
Project Engineer

Mitchell Meyer  
Authorized Representative

1/14/2020  
Date

The owner accepts the project as complete in accordance with the terms of the contract documents.

City of Hartford  
Owner

\_\_\_\_\_  
Authorized Representative Date

## Maintenance Report – 1/21/2020

January 17, 2020

### Streets

**Snow removal** – We are keeping an eye out with this storm; we will be hitting all roads hard once the winds start to go down.

**Slurry seal** – The information for the slurry seal bid has been sent in and we are just waiting for Sioux Falls to advertise.

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

**I-90** – No updates at this time

**Dump truck** – I have started looking for a dump truck, we have a few ideas. I hope to look at a few in the next few weeks.

**Hwy 38** – No updates on this.

**Signage** – We have ordered more speed limit signs and will get them up as soon as they arrive depending on frost.

**Traffic counter** – We will try and put the speed trailer out this winter just depending on the weather.

**Drainage areas** – Nothing to update at this time.

**Downtown lights** – I have been working with Jessica Evans on the lights. We had one light pole base break, it has been welded and we will put it back up next week. I took pictures and I am working with the company on it. It broke at the weld and through the base. There are no signs of it being hit so not sure if it broke from someone pulling on it or what. I also visited with Tom with Sioux Valley Electric about possibly unhooking the lights down town, it is possible but might have a cost to it. I will explain more at the meeting.

### Water

**Meters** – We have ordered the new meters and will be installing them throughout the winter.

**Reports** – No reports due at this time.

## **Sewer**

**Main list station** – Everything is running well at this time. I met with Mark Anderson with Sioux Falls electric to get some information on generators for the lift stations. As Teresa has mentioned there is a grant for emergency generators.

**Reports** – The last quarterly DMR's have been filled out and submitted. Starting February, we will be submitting them monthly.

**Lagoons** – We finished moving the water from pond #2 to pond #3 last week. We will be taking some sample this spring to see if we can discharge.

**Sagehorn lift station** – All is good at this time.

**Sump pumps** – Nothing new at this time.

**Discharge permit** – We should have the new permit in February.

## **Park**

**Parks** – The scoreboard frame has been installed and the scoreboards are scheduled to arrive in March. The stainless-steel countertops for the parks have been installed and we will finish installing the faucets this spring.

**Turtle Creek** – No updates at this time.

**Bike Trail** – At this time we are still able to keep the trails open, and we will continue as long as we can.

**Sports complex** – Nothing to report at this time.

**Public buildings** – We will be working on inventory in the next few weeks.

**CITY OF HARTFORD  
POSITION DESCRIPTION**

**PUBLIC WORKS ASSISTANT**

<b>DEPARTMENT</b> Public Works	<b>SUPERVISOR</b> Public Works Superintendent	<b>CLASSIFICATION</b> Regular Full Time Employee	<b>Approximate Hours</b> Monday – Friday 8am to 5pm
-----------------------------------	---	--	---

**DEFINITION:**

The public works assistant performs skilled work assisting in all phases of maintaining the city streets, water distribution system, and wastewater treatment system. They will assist with the maintenance of all public buildings and open spaces – including the city pool and parks.

**JOB LOCATION:**

The majority of the work will take place within the city limits of Hartford, SD but occasional duties may be assigned that are outside municipal boundaries.

**ESSENTIAL FUNCTIONS OF THE JOB:**

- Assist with all duties of the public works department including: Streets, Pool, Parks, Water and Sewer.
- Assist with the maintenance of all public buildings and grounds.
- Assist with street repair and maintenance activities including cleaning, patching and snow removal.
- Assists in the inspection and operation of the wastewater treatment facility, wells, testing devices, maintenance and repairs of pumps, transmission lines and related facilities.
- Make periodic inspections of treatment plant and review testing and measuring devices.
- Assists in the maintenance and repairs of the city's water system.
- Will conduct basic maintenance and repairs of machinery and equipment including the maintenance of associated records.
- May prepare some reports and records
- Assists in the planning for improvements and construction of all projects.
- Perform related work as assigned.

**REQUIRED KNOWLEDGE AND ABILITIES:**

- Knowledge of the practices, methods and tools of construction, operations and maintenance of public works.
- Must be able to work outdoors in all kinds of weather.
- Be able to operate various equipment.
- Must be self-motivated and have the ability to start and finish tasks in a timely manner.
- Must have good communication skills.
- Must possess the ability to establish and maintain effective working relationships with other employees, supervisors, city officials and the general public.
- Must submit to and pass a pre-employment physical and drug test.
- Must have a valid South Dakota Driver's License.
- Must have or be able to acquire within 6 months of employment a Class B CDL.
- Must have or be able to acquire within 6 months of employment a Herbicide/Pesticide Sprayer certification.
- Other licensing or certification may be required as needed.

(All Licensing requirements will be paid for by the municipality)

**MINIMUM QUALIFICATIONS:**

High School Graduate or equivalent. Public works experience or knowledge of the practices, methods and tools of construction, operation and maintenance of public works is preferred. Any combination of education and/or experience may be considered by the City Council.

Qualified applicants with disabilities are encouraged to apply for this job. No item in this job description is intended to screen out qualified applicants. We encourage all qualified applicants to discuss reasonable accommodation requirements.

**COMPENSATION:**

To be determined by the Hartford City Council dependent on qualifications and experience.

**Date:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

# FINANCE OFFICER REPORT

## January 21, 2020

**Cash Report and Sales Tax Revenue:** Following is a comparison of the 2018 and 2019 Cash Reports as well as the year to date Sales Tax Revenue as of December 31<sup>st</sup>

	<u>December 31, 2018</u>	<u>December 31, 2019</u>	<u>Difference</u>
Total Cash	\$3,988,986.16	\$3,552,886.55	-\$436,099.61
General Fund	\$2,020,465.17	\$1,487,434.94	-\$533,030.23
1 <sup>st</sup> Penny	\$ 434,960.39	\$ 472,375.40	\$ 37,415.01
2 <sup>nd</sup> Penny	\$ 434,960.37	\$ 472,375.40	\$ 37,415.03
3 <sup>rd</sup> Penny	\$ 62,940.37	\$ 68,154.75	\$ 5,214.38

**Committee Funds:** Attached are the committee reports as of December 31, 2019

Bike/Rec Trail Committee	\$ 5,061.62
Sports Complex Committee	\$126,768.85
Downtown Committee	\$ 10,585.17

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

Eich Law Offices	87.86	Project Blackbird – City Atty Confer w/ HADF Atty
ICAP	2,325.00	1 <sup>st</sup> Quarter Transit Management Fee
MCEDA	6,900.00	2020 Dues
Minnehaha County Sheriff	13,452.71	4 <sup>th</sup> Quarter Daytime Sheriff
Nothdurft Construction	3,334.19	Cleanout of Drainageways
SDDENR	2,500.00	2020 WW Fee – Discharge Permit
SDML	2,109.80	2020 Dues
SECOG	4,086.00	2020 Dues
<b>Pre-Paid Bills</b>		
Soukup Construction, Inc	290,719.03	Pay #16 Mickelson Rd – per CC 12/17/19
Soukup Construction, Inc.	148,630.89	Pay #8 Vandemark Ave – per CC 12/17/19
Great Western Bank	2,000.00	Staff Bonuses – per CC 12/17/19
Hartford's Best Paint & Body	950.00	Bedliners for '14 Ford & '06 Chevy
Chuck Sutton, LLC	65,000.00	Project Blackbird
Hartford Senior Citizens	900.00	4 <sup>th</sup> Quarter Rent of Library Space
Reliabank Dakota	87,297.83	Debt Service Due 1/1/2020 – E/W Diamond Trail
US Bank, NE	93,901.05	Debt Service Due 1/1/2020 – Sports Complex
HACC	32,000.00	2020 Appropriation – per CC 1/7/20
HADF	46,000.00	2020 Appropriation – per CC 1/7/20
SDDENR	250.00	Notice of Intent Fee – 9 <sup>th</sup> St Project
Hartford Steak Co. Tavern	765.64	Christmas Party Meal

**Year End:** I am in the process of preparing year-end reports. In addition, I have started to gather information and reports for the auditors. The auditors have been scheduled for the week of May 11<sup>th</sup>.

**Election Petitions:** Nominating petitions may be circulated beginning January 31<sup>st</sup> through the filing deadline of 5:00 p.m. on February 28<sup>th</sup> for the following offices:

Councilperson	Ward 1	Two Year term
Councilperson	Ward 2	Two Year term
Councilperson	Ward 3	Two Year term

**Calendar of Events:**

**January 2020:**

Monday, 20 <sup>th</sup>	Martin Luther King Jr Holiday – City Hall Closed
Monday, 20 <sup>th</sup>	Jamboree Meeting @ Deer Hollow Apts Community Room, 6pm
Tuesday, 21 <sup>st</sup>	Council Meeting @ City Hall, 7pm
Tuesday, 28 <sup>th</sup>	Planning & Zoning Meeting – Public Input on Joint Jurisdiction @ 120 Main Events (formerly American Legion), 7pm
Friday, 31 <sup>st</sup>	HADF Meeting @ Stomping Grounds, 7:30am
Friday, 31 <sup>st</sup>	Municipal Election – can begin circulating nominating petitions

**February 2020:**

Tuesday, 4 <sup>th</sup>	City Council Meeting @ City Hall, 7pm
Friday, 7 <sup>th</sup>	HADF Meeting @ Reliabank, 7:30am
Sunday, 9 <sup>th</sup>	HASR Meeting @ Blue 42, 7pm
Monday, 10 <sup>th</sup>	Chamber Meeting @ Fire Station, 6:30pm
Tuesday, 11 <sup>th</sup>	Planning & Zoning Meeting @ City Hall, 7pm
Friday, 14 <sup>th</sup>	HADF Meeting @1 Stomping Grounds, 7:30am
Monday, 17 <sup>th</sup>	Presidents Day Holiday – City Hall Closed
Monday, 17 <sup>th</sup>	Jamboree Committee Meeting @ Deer Hollow Apts Community Rm, 6pm
Tuesday, 18 <sup>th</sup>	City Council Meeting @ City Hall, 7pm
Wednesday, 19 <sup>th</sup>	Bike & Rec Trails Committee Meeting @ The Goat, 7:30pm
Thursday, 20 <sup>th</sup>	Coffee with the Cops @ Stomping Grounds, 7am
Friday, 21 <sup>st</sup>	HADF Meeting @ Stomping Grounds, 7:30am
Tuesday, 25 <sup>th</sup>	Planning & Zoning Meeting @ City Hall, 7pm
Friday, 28 <sup>th</sup>	HADF Meeting @ Stomping Grounds, 7:30am
Friday, 28 <sup>th</sup>	Municipal Election – 5pm deadline for filing nominating petitions

Prepared by: Karen Wilber

## BIKE/REC TRAIL COMMITTEE FUNDS

(as of December 31, 2019)

Activity	Date	Revenue	Expenses	Balance
End of Year 2010 - Balance	12/31/2010	\$25,038.24	\$438.90	\$24,599.34
End of Year 2011 - Balance	12/31/2011	\$144,373.60	\$147,224.03	\$21,748.91
End of Year 2012 - Balance	12/31/2012	\$115,057.43	\$81,227.85	\$55,578.49
End of Year 2013 - Balance	12/31/2013	\$11,506.78	\$10,206.58	\$56,878.69
End of Year 2014 - Balance	12/31/2014	\$56.78	\$2,345.73	\$54,589.74
End of Year 2015 - Balance	12/31/2015	\$52.25	\$10,039.46	\$44,602.53
End of Year 2016 - Balance	12/31/2016	\$174.69	\$762.70	\$44,014.52
End of Year 2017 - Balance	12/31/2017	\$59.04	\$25,854.37	\$18,219.19
End of Year 2018 - Balance	12/31/2018	\$30,584.26	\$48,803.45	\$0.00
<b>Year 2019</b>				
Deposit (2019 Budget)	1/1/2019	\$10,000.00		\$10,000.00
Deposit (interest)	2/28/2019	\$1.33		\$10,001.33
Deposit (interest)	3/31/2019	\$1.41		\$10,002.74
Deposit (interest)	4/30/2019	\$1.40		\$10,004.14
Deposit (interest)	5/31/2019	\$1.46		\$10,005.60
Deposit (interest)	6/30/2019	\$1.35		\$10,006.95
SD Dept of Transportation (Mike Franken Trail)	7/16/2019		\$4,949.97	\$5,056.98
Deposit (interest)	7/31/2019	\$1.42		\$5,058.40
Deposit (interest)	8/31/2019	\$0.72		\$5,059.12
Deposit (interest)	9/30/2019	\$0.93		\$5,060.05
Deposit (interest)	10/31/2019	\$0.74		\$5,060.79
Deposit (interest)	11/30/2019	\$0.41		\$5,061.20
Deposit (interest)	12/31/2019	\$0.42		\$5,061.62
<b>TOTALS TO DATE for 2019</b>		<b>\$10,011.59</b>	<b>\$4,949.97</b>	<b>\$5,061.62</b>

**To date, the balance of Bike/Rec Trail fund is \$5,061.62**

<b>Summary of Expenses:</b>	
Advertising	\$78.05
501c3	\$407.00
Filing Fees-Land	\$22.00
Filing Fees	\$98.00
Attorney's/Accountant's Fees	\$1,273.92
Supplies-Phase 1	\$93.43
Contractor-Phase 1	\$118,535.29
Engineer-Phase 1	\$23,023.44
Engineer-Hwy 38	\$45,777.95
Engineer-Phase 3/4	\$5,880.28
Engineer-Wetlands Phase 3/4	\$3,711.60
SD Dot - Hwy 38	\$1,801.98
Wetlands Bank-Hwy 38	\$41,000.00
Bricks	\$423.40
Building Supplies - Turtle Creek Shelter	\$1,022.15
SD Dot - Mike Franken	\$64,084.55
Tetonka	\$24,620.00

## Sports Complex Committee Funds

(as of December 31, 2019)

Activity	Date	Revenue	Expenses	Balance
End of Year 2010 - Balance	12/31/2010	\$100,153.94	\$1,284.28	\$98,869.66
End of Year 2011 - Balance	12/31/2011	\$100,287.58	\$192,255.17	\$6,902.07
End of Year 2012 - Balance	12/31/2012	\$47,754.85	\$346,215.92	(\$291,559.00)
End of Year 2013 - Balance	12/31/2013	\$409,797.66	\$85,298.19	\$3,294,047.00
End of Year 2014 - Balance	12/31/2014	\$45,423.32	\$76,328.01	\$2,035.78
End of Year 2015 - Balance	12/31/2015	\$50,015.74	\$45,940.22	\$6,111.83
End of Year 2016 - Balance	12/31/2016	\$14,032.17	\$0.00	\$20,144.00
End of Year 2017 - Balance	12/31/2017	\$100,180.67	\$0.00	\$120,324.67
End of Year 2018 - Balance	12/31/2018	\$186.43	\$22,283.15	\$98,227.95
Year 2019				
Deposit (2019 Budget)	1/1/2019	\$50,000.00		\$148,227.95
Interest Deposit	1/31/2019	\$13.65		\$148,241.60
Deposit (Hartford Area Softball - scoreboard donation)	2/11/2019	\$800.00		\$149,041.60
Interest Deposit	2/28/2019	\$19.74		\$149,061.34
Interest Deposit	3/31/2019	\$21.02		\$149,082.36
Interest Deposit	4/30/2019	\$20.88		\$149,103.24
Daktronics, Inc. (2 scoreboards)	5/21/2019		\$11,367.52	\$137,735.72
Stockwell Engineers, Inc. (cost estimates)	5/21/2019		\$305.40	\$137,430.32
Interest Deposit	5/31/2019	\$21.79		\$137,452.11
Hartford Area Softball Assoc (field rent)	6/14/2019	\$320.00		\$137,772.11
Beaverbuilt, Inc. (scoreboard frames)	6/18/2019		\$3,126.00	\$134,646.11
Beaverbuilt, Inc. (telehandler rental for scoreboard install)	6/18/2019		\$75.00	\$134,571.11
Interest Deposit	6/30/2019	\$18.53		\$134,589.64
Beaverbuilt, Inc. (telehandler rental for scoreboard install)	7/16/2019		\$200.00	\$134,389.64
Colton Redi-Mix, Inc. (concrete for scoreboard install)	7/16/2019		\$432.00	\$133,957.64
Stockwell Engineers, Inc. (master plan/cost estimates)	7/16/2019		\$2,028.60	\$131,929.04
Travis Electric, Inc. (electrical for scoreboard install)	7/16/2019		\$5,260.00	\$126,669.04
Interest Deposit	7/31/2019	\$19.09		\$126,688.13
Interest Deposit	8/31/2019	\$18.04		\$126,706.17
Interest Deposit	9/30/2019	\$23.22		\$126,729.39
Interest Deposit	10/31/2019	\$18.55		\$126,747.94
Interest Deposit	11/30/2019	\$10.38		\$126,758.32
Interest Deposit	12/31/2019	\$10.53		\$126,768.85
<b>TOTALS</b>		<b>\$51,335.42</b>	<b>\$22,794.52</b>	<b>\$126,768.85</b>

**To date, the balance of Sports Complex funds is \$126,768.85**

<b>Summary of Expenses:</b>	
501c3 Filing Fees	\$750.00
Attorney's/Accountant's Fees	\$608.42
Earnest Money	\$500.00
Land Purchase	\$150,000.00
Land Purchase-Closing Costs	\$444.00
Engineer-Wetlands	\$2,980.80
Loan Expenses	\$15,712.03
Advertising Fees	\$40.52
Engineer Fees	\$94,424.55
Construction Fees - Sitework	\$355,467.20
Soukup Construction - Overseeding	\$4,011.66
Supplies	\$907.33
D. Hauptman Co. - Soccer Goals	\$3,510.00
American Fence Company (fence 2 softball fields)	\$72,330.46
Water Line Expense	\$465.31
Ag-Lime	\$45,940.22
Electrical	\$8,248.80
Water Service Line	\$13,569.04
Daktronics, Inc (2 scoreboards)	\$11,367.52
Beaverbuilt, Inc (scoreboard frames)	\$3,126.00
Beaverbuilt, Inc (telehandler rental for scoreboard install)	\$275.00
Colton Redi-Mix, Inc (concrete for scoreboard install)	\$432.00
Travis Electric, Inc (electrical for scoreboard install)	\$5,260.00
Stockwell Engineers (master plan/cost estimates)	\$2,028.60

# DOWNTOWN COMMITTEE FUNDS

(as of December 31, 2019)

Activity	Date	Revenue	Expenses	Balance
End of Year 2011 - Balance	12/31/2011	\$5,000.06	\$4,910.63	\$89.43
End of Year 2012 - Balance	12/31/2012	\$10,009.86	\$0.00	\$10,099.29
End of Year 2013 - Balance	12/31/2013	\$10.35	\$474.57	\$9,635.07
End of Year 2014 - Balance	12/31/2014	\$6.78	\$9,000.00	\$641.85
End of Year 2015 - Balance	12/31/2015	\$1.71	\$496.91	\$146.65
End of Year 2016 - Balance	12/31/2016	\$3.70	\$0.00	\$150.35
End of Year 2017 - Balance	12/31/2017	\$3.53	\$0.00	\$153.88
End of Year 2017 - Transfer Committee Acct Balance	12/31/2017	\$2,044.14	\$0.00	\$2,198.02
End of Year 2018 - Balance	12/31/2018	\$3.72	\$0.00	\$2,201.74
<b>Year 2019</b>				
Interest Deposit	1/31/2019	\$0.31		\$2,202.05
Interest Deposit	2/28/2019	\$0.29		\$2,202.34
Interest Deposit	3/31/2019	\$0.31		\$2,202.65
Interest Deposit	4/30/2019	\$0.31		\$2,202.96
Deposit (SF Area Community Foundation - mural donation)	5/15/2019	\$1,500.00		\$3,702.96
Interest Deposit	5/31/2019	\$0.32		\$3,703.28
Hartford Area Optimist Club (mural project)	6/18/2019		\$3,500.00	\$203.28
Interest Deposit	6/30/2019	\$0.50		\$203.78
Interest Deposit	7/31/2019	\$0.03		\$203.81
Interest Deposit	8/31/2019	\$0.03		\$203.84
Interest Deposit	9/30/2019	\$0.04		\$203.88
Leo Scherer Donation (per City Council 10/15/19)	10/15/2019	\$10,379.51		\$10,583.39
Deposit (interest)	10/31/2019	\$0.03		\$10,583.42
Deposit (interest)	11/30/2019	\$0.87		\$10,584.29
Deposit (interest)	12/31/2019	\$0.88		\$10,585.17
<b>TOTALS</b>		<b>\$11,883.43</b>	<b>\$3,500.00</b>	<b>\$10,585.17</b>

**To date, the balance of Downtown fund is \$10,585.17**

<b>Summary of Expenses:</b>	
Attorney's/Accountant's Fees	\$1,105.34
Remaining Appropriation (benches, trash cans)	\$4,302.20
Postage for Survey Mailing	\$474.57
Hartford Area Optimist Club (mural)	\$3,500.00
Transfer to General Fund	\$9,000.00

Explanation of Agenda ItemsApplications, Hearings, Resolutions & Ordinances:

- **Special Event Application:** Callie Tuschen has submitted a special event application on behalf of Downtown Hartford Inc. to once again hold a monthly farmer's market and artisan vendor fair. This year they are proposing to hold this once a month on the first Thursday of the month from 5pm to 8:30pm – starting in June and ending in October. The dates are June 4<sup>th</sup>, July 2<sup>nd</sup>, August 6<sup>th</sup>, September 3<sup>rd</sup> and October 1<sup>st</sup>. They are asking the city to close Main Avenue from Modish to the South Bar (this would close the intersection of Main & 1<sup>st</sup>) from 4pm to 9pm. They would also like approval to allow open containers within this area during the event.

Reports (Action Items):

- **Chamber & Economic Development Director Report:** Jesse will be attending the SD Dept of Tourism Conference 1/21 – 1/23 so he will not be present. Enclosed is a copy of his report for your reference.
  - **Economic Advantage Summit:** The Economic Advantage Partner Summit will be held February 18<sup>th</sup>-19<sup>th</sup> in Des Moines, Iowa. This 2-day summit on economic development will give Jesse a chance to meet with other economic leaders, develop relationships and hopefully gain new information and partnerships. The costs are reasonable since MidAmerican Energy will contribute \$100 towards the hotel stay. Costs should only be the use of the staff car and gas, approximately \$30 towards the hotel and possibly a meal or two. Jesse would like the council for approval to attend this summit.
- **Engineer Report:**
  - **Approval of the Mickelson Road Project:** In order to close out our SRF loan with the state on the Mickelson Road Project, the council will need to make a motion for the city to accept the work performed for project #C461104-06. This will allow the Mayor to sign the Certificate of Acceptance that is enclosed.
- **Public Works Report:**
  - **Review Public Works Job Description:** We haven't advertised for a full-time public works assistant in quite a few years, so I took our current job description and revised it to fit our current needs. Along with Craig's input, we are submitting the enclosed draft for council review and approval. If the council is satisfied with the job description, we would like to start advertising for this position and take applicants until it is filled with a proper candidate.

Old Business:

- **Discussion of Possible Park Board:** We have been discussing the possibility of setting up a "Parks Board" that would work in an advisory capacity to the council on the care and management of the city's parks and our recreation system. There are 2 ways to set up such a Board – 1) By Ordinance, which is allowed by SDCL but does not allow the city to pay the members or 2) By setting up a committee of the city. I have drafted sample documents for both a Board by Ordinance and a Committee for council review. Basically, they both incorporate the following with the only real difference is payment of the members:
  - 7 member Board – 5 voting members from the public, 1 non-voting member from the council and 1 non-voting member from city staff
  - 3 year terms for voting members, which are appointed by the Mayor with council approval
  - Officers would be Chairperson, Vice-Chairperson and Secretary
  - The council member will advise and consult with the entire city council
  - Meetings will be held once a month
  - A quorum is 3 voting members
  - Vacancies will be filled by appointment

More discussion needs to be held by the council on this topic.

- **Discussion of Community Engagement Meeting (Community Summit):** Jeremy, Jesse and I have had some preliminary talks regarding the community engagement meeting. Jesse has secured the date of

February 24<sup>th</sup> for this event. It will be held in the HS Commons area from 7-9pm. I have once again enclosed a brief outline of those discussion for you to review. We will be utilizing city staff, council and P&Z Board members for this event so be prepared for a phone call or email if you haven't been contacted already.

**New Business:**

- **Approval to Surplus meter heads:** As the city starts converting our current meter reading heads to the new cellular meter heads, we will have a surplus of the old ones. These old meter heads cannot be utilized since the technology is being phased out (hence, why we are changing to our new cellular system). We would like the ask the council to make blanket motion to allow the city to surplus and dispose of the old meter heads as they are changed out.

\*\*\*\*\*

**Non-Agenda Updates**

**Joint Jurisdiction Meeting:** Just a reminder that we will hold our 2<sup>nd</sup> Joint Jurisdiction meeting on Tuesday, January 28<sup>th</sup> at 7pm. Same setup and format as before. It will be at the 120 Main Events Center (former American Legion) and we ask that council be present if possible, to help sit at different tables and field questions and comments from the public. I will put a packet of information together for this meeting and put it in the "box" for you to reference. Once again, property owners within this proposed joint jurisdiction area and the county officials have been invited.

**Elevator Lots:** Our attorney is working on a purchase agreement for lots 2-8, Block 4 of Hartford City Proper. Jesse has talked with the elevator and they have agreed to share all closing costs. We will plan on closing once the environmental is completed – probably towards the end of February.

**FEME Grant:** Now that FEMA has declared Minnehaha county as a disaster area, grant funds are available to help communities prepare for future disasters. One of the things that can be funded through this grant is backup generators. Currently the city has one generator which we can use to backup the north lift station or our new lift station – our main lift station has a battery backup system. If we were ever hit with a major disaster and lost power for a significant amount of time, our lift stations would be in trouble. SECOG has said we can apply for two additional generators to make sure all our lift stations keep running. Craig got me a cost estimate for 2 more generators and the total cost is around \$190,000. The grant covers 85% so the city would only need to expense about \$28,500. This grant makes the purchase of these generators much more affordable for the city. **Unless the council has any reservations about submitting this grant, I would like to move forward with at least submitting a grant application.**

**Legislative Dinner & Municipal Day:** The SDML is hosting a rib dinner on Tuesday, February 4<sup>th</sup> and a day at the Legislature on Wednesday, February 5<sup>th</sup> – information enclosed. Unfortunately, this always falls on a council meeting night but if you are interested in attending, please let the office know.

**Reminder:** Employee evaluations are completed, and the Mayor has this information for you to review.

I will be out of the office next week and plan to return on Tuesday, January 28<sup>th</sup>. I will have limited access to email or texts but will check in when I can. I will not be at this council meeting, but the Mayor, Craig and Karen have been briefed on the packet and can field any questions you may have.

Teresa

# LEGISLATIVE RIB DINNER AND MUNICIPAL DAY AT THE LEGISLATURE

**FEBRUARY 4 AND 5, 2020**  
**\$30.00 PER PERSON**

## ★ RIB DINNER WITH YOUR LEGISLATORS ★

Mayors, councilmembers and all municipal employees, please join us Tuesday, February 4, 2020 for an informal rib dinner with your state legislators. The dinner will be held at Drifters Bar & Grille in Fort Pierre beginning at 6:00 p.m. CST. Prior to dinner, a legislative briefing will be held to update you on discussion topics and on the committee meetings for Wednesday, February 5, 2020.

## 2020 MUNICIPAL GOVERNMENT DAY AT THE LEGISLATURE

Wednesday, February 5, 2020 will be Municipal Government Day at the Legislature. This is the day all municipal officials are invited to Pierre to watch the Legislature in action.

## AGENDA

### TUESDAY, FEBRUARY 4

*(all times listed are CST and all Tuesday evening events will be held at Drifters Bar & Grille)*

5:00 - 6:00 p.m. Registration  
5:30 p.m. Legislative Briefing  
6:00 p.m. Rib Dinner

### WEDNESDAY, FEBRUARY 5

7:45 a.m. to Legislative Committee Meetings  
Noon

*These meetings will be held in various meeting rooms throughout the State Capitol Building. Registration packets available at Rib Dinner will have the details.*

Register online at <https://www.eventbrite.com/e/2020-legislative-rib-dinner-tickets-79263201369>

\*Please register by Tuesday, January 21, 2020. Rib Dinner registration is \$30 per person

\*Online registration allows you to pay by credit card or indicate you will be sending in a check.

No refunds given after January 21, 2020.

Accommodations: A block of rooms has been reserved at the AmericInn in Fort Pierre (605-223-2358) for Tuesday, February 4, 2020 (room block release date is January 15, 2020). Room rate is \$139.99 plus tax. Be sure to mention the SD Municipal League block when making reservations.

*Individuals needing assistance, pursuant to the Americans with Disabilities Act should contact the League Office in advance of the meeting to make any necessary arrangements.*

**Park Boards/Committee Comparisons**

<b>City</b>	<b>How Organized</b>	<b># of Members</b>	<b>How Seats Filled</b>	<b>Length of Term</b>	<b>Pay/Wage</b>	<b>How Often are Meetings</b>	<b>Officers</b>	<b>Budget</b>
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.

**ORDINANCE # \_\_\_\_\_**  
**CITY OF HARTFORD**

AN ORDINANCE ESTABLISHING A PARK AND RECREATION BOARD, WITHIN THE CITY OF HARTFORD, MINNEHAHA COUNTY, SOUTH DAKOTA, PURSUANT TO SDCL, CHAPTER 9-38.

BE IT ORDAINED BY THE CITY OF HARTFORD, MINNEHAHA COUNTY, SOUTH DAKOTA THAT ORDINANCE 430 SHALL BE AMENDED WITH THE ADDITION OF CHAPTER 1.06 – PARK AND RECREATION BOARD AND SHALL READ AS FOLLOWS:

Section 1.0601: PURPOSE. The purpose of this Ordinance is to establish a Park and Recreation Board pursuant to and as authorized by SDCL Chapter 9-38 of the South Dakota Codified Laws within the City of Hartford, South Dakota, for purpose of investigation and providing recommendation to the Hartford City Council as to matters pertaining to the care, regulation and management of the City’s public parks and the operation of the public recreation system.

Section 1.0602: MEMBERSHIP. The Park and Recreation Board shall consist of seven (7) members – one (1) non-voting member shall be a city council representative, appointed by the Mayor with approval of the city council; one (1) non-voting member shall be a city staff representative ,appointed by the Mayor with approval of the city council; and there shall be five (5) voting members from the public at large. The members shall be appointed by the Mayor with the approval of the City Council.

Section 1.0603: TERMS. Terms of the Public members shall be as follows: The first year committee will determine one, two and three year terms. During the first year, one committee member from the public will have a one year term, two committee members from the public will have a two year terms and two committee members from the public will have a three year term. Successive terms shall be for a period of three (3) years. The Mayor, with approval of the City Council will appoint a council member and staff member on an annual basis. The members shall serve on the Park and Recreation Board without pay and at the pleasure of the City Council.

Section 1.0604: ELECTED OFFICERS. The Park and Recreation Board shall elect a chairperson and vice-chairperson for a one year term at the first meeting of the Committee each calendar year. The chairperson shall call the meetings of the Committee; preside at the meetings; act as spokesperson for the Committee; and perform all duties approved by the City council. The vice-chairperson shall exercise the duties of the chairperson in the absence, disability or disqualification of the chairperson. In the absence of the chairperson and vice-chairperson, an acting chairperson shall be elected by the members present.

Section 1.0605: SECRETARY. The chairperson of the committee shall appoint the secretary of said committee. It shall be the duty of the secretary to send all notices for the meetings of said committee; compose the agenda for each meeting; keep and preserve the minutes; have custody and keep all documents and papers filed with the said committee; and perform such other duties as may be prescribed by said committee, with the approval of the City Council. This person may be either a voting or non-voting committee member.

Section 1.0606: REPORTING TO THE CITY COUNCIL. The Council member serving on the Committee will advise and consult with the City Council and city officials as to the work and recommendation of said committee.

Section 1.0607: MEETINGS. The committee shall meet once a month if there is business to conduct and may also meet on the call of the chairperson or Mayor. Notice of all meetings shall be placed on the city's website at least 24 hours prior to the meeting. Meeting date and time will be determined by the Committee.

Section 1.0608: QUORUM. Three (3) voting members will constitute a quorum.

Section 1.0609: ABSENCES, REMOVALS, RESIGNATIONS AND VACANCIES. To be excused, members of the Committee shall notify the chairman or secretary when they intend to be absent from a meeting. Failure to make this notification prior to the meeting shall result in an unexcused absence.

Member of the committee may be removed by the Mayor, with the approval of the City Council.

A member may resign from the committee by sending a letter of resignation to the Mayor or Chairman of the committee.

Vacancies shall be filled by the Mayor, with the approval of the City Council. Successors shall serve out the unexpired term of the member being replaced.

Section 1.0610: EFFECTIVE DATE AND ENACTMENT. This Ordinance shall become effective twenty (20) days after the last date of publication of said Ordinance.

---

Jeremy Menning, Mayor

ATTEST:

---

Karen Wilber, Finance Officer

**City of Hartford**  
**Parks Advisory Committee**  
**By-Laws**

**Section 1: Park Advisory Committee**

There is hereby created and established a committee to be entitled and designated as the Hartford Park Advisory Committee.

**Section 2: Funding**

Funding, if deemed necessary, for the committee shall be budgeted by the City Council.

**Section 3: Duties, Responsibilities and Authority of the Committee**

The committee shall be specifically responsible but not limited to the following: The Park Advisory Committee is established for the purpose of investigation and providing recommendation to the Hartford City Council as to matters pertaining to the care, regulation and management of the City's public parks and the operation of the public recreation system.

**Section 4: Compensation of Members**

All members of the Park Advisory Committee shall be paid \$ \_\_\_\_\_ per meeting attendance. This amount can be amended by council resolution.

**Section 5: Organization of the Committee**

- A. **Membership:** The committee shall consist of seven (7) members – one (1) non-voting member shall be a city council representative, appointed by the Mayor with approval of the city council; one (1) non-voting member shall be a city staff representative, appointed by the Mayor with approval of the city council; and there shall be five (5) voting members from the public at large. The members shall be appointed by the Mayor with the approval of the City Council.
- B. **Terms:** Terms of the Public members shall be as follows: The first year committee will determine one, two and three year terms. During the first year, one committee member from the public will have a one year term, two committee members from the public will have a two year terms and two committee members from the public will have a three year term. Successive terms shall be for a period of three (3) years. The Mayor, with approval of the City Council will appoint a council member and staff member on an annual basis.
- C. **Elected Officers:** The Park Advisory Committee shall elect a chairperson and vice-chairperson for a one year term at the first meeting of the Committee each calendar year. The chairperson shall call the meetings of the Committee; preside at the meetings; act as spokesperson for the Committee; and perform all duties approved by the City council. The vice-chairperson shall exercise the duties of the chairperson in the absence, disability or disqualification of the chairperson. In the absence of the chairperson and vice-chairperson, an acting chairperson shall be elected by the members present.
- D. **Secretary:** The chairperson of the committee shall appoint the secretary of said committee. It shall be the duty of the secretary to send all notices for the meetings of said committee; compose the agenda for each meeting; keep and preserve the minutes; have custody and keep all documents and papers filed with the said committee; and perform such other duties as may be prescribed by said committee, with the approval of the City Council. This person may be either a voting or non-voting committee member.
- E. **Reporting to the City Council:** The Council member serving on the Committee will advise and consult with the City Council and city officials as to the work and recommendation of said committee.
- F. **Meetings:** The committee shall meet once a month if there is business to conduct and may also meet on the call of the chairperson or Mayor. Notice of all meetings shall be placed on the city's website at least 24 hours prior to the meeting. Meeting date and time will be determined by the Committee.
- G. **Quorum:** Three (3) voting members will constitute a quorum.
- H. **Absences, Removals, Resignations and Vacancies:**  
To be excused, members of the Committee shall notify the chairman or secretary when they intend to be absent from a meeting. Failure to make this notification prior to the meeting shall result in an unexcused absence.  
Member of the committee may be removed by the Mayor, with the approval of the City Council.  
A member may resign from the committee by sending a letter of resignation to the Mayor or Chairman of the committee.  
Vacancies shall be filled by the Mayor, with the approval of the City Council. Successors shall serve out the unexpired term of the member being replaced.

**Section 6: Adoption and Amendment**

These rules were adopted by vote of the Hartford City Council on \_\_\_\_\_.

DRAFT

## **GO HARTFORD - COMMUNITY SUMMIT**

(Community Engagement Meeting)

**Date: January 24, 2020**

**Location: West Central High School – Commons Area**

**Time: 7pm to 9pm**

### **Format**

- Open House style with different tables (or stations) on various subjects
- The Mayor will do a short introduction at the beginning
- Since it is an open format and public can come and go – we will have a greeter at the front door to explain the format (Stephanie Olson-Voth)
- Each table/station will have 2-3 hosts that will explain the topic of that table and field any questions about that subject. The hosts will be a mixture of city council members, planning and zoning members, city staff and possibly others from the community such as the fire chief or city deputy.

### Proposed Subjects & Table Hosts:

- Taxes (Teresa & Karen)
- Quality of Life (Arden, Scott and Troy Larson)
- Goals of the City (Short and Long Term (Jeremy and Brittany)
- Infrastructure/WWTF (Mark Monahan, Craig, Stockwell Rep and Rhonda to take notes)
- Economic Development (Jesse, Eric Bartmann and Travis)
- Public Safety (Mark Brenneman, Deputy Ryan, Bryan Voth)
- Platting/Joint Jurisdiction (Tony Randall, Mark Anderson)