

Hartford City Council Agenda
Tuesday, February 4, 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 - 01/21/2020
- Approve Bills submitted for Payment (if any)

Public Comments - Public Input on Non-Agenda Items

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

Visitors

- Al Doeve with National Community Development Services

Reports

- Minnehaha Sheriff Deputy Report - Deputy Ryan
- City Engineer Report - Stockwell Engineers
- Public Works Superintendent - Craig Wagner
- Finance Officer Report - Karen Wilber
 *Appoint 2020 Municipal Election Board
- City Administrator Report - Teresa Sidel

New Business

- Review Proposal for Field Scheduling/Maintenance in 2020
- Sport Complex Sponsorship - BJ Olson
- Set 2020 Equalization Meeting Date
- Authorize Mayor to Sign Annexation Agreement on behalf of City for City Land along Highway 38
- Review/Approve Purchase Agreement for Lots 1-8, Block 4 of Hartford City Proper
- Review/Approve Seasonal Job Descriptions and Pay Scale
- Approve Application for Sioux Falls Landfill Passes

Correspondence

Executive Session (SDCL 1-25-2)

Adjournment

Next City Council Meeting: Tuesday - February 18, 2020

City Council Meeting – Regular Meeting January 21, 2020

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 arrived at 7:11pm. Also present were City Finance Officer Karen Wilber, Public Works Superintendent Craig Wagner and City Engineer Mitch Mergen.

BUSINESS ITEMS:

- **Approve Agenda:** A motion was made by Jones, second by Monahan to approve the agenda as set - all voted yes, motion carried.
- **Approval of the Minutes:** A motion was made by Monahan, second by Kuehl to approve the meeting minutes from January 7, 2020 – all voted yes, motion carried. A motion was made by Kuehl, second by Jones to approve the meeting minutes from January 14, 2020 – Monahan abstained with all others voting yes, motion carried.
- **Approval of the Bills:** A motion was made by Monahan, second by Jones to approve the bills submitted for payment – all voted yes, motion carried.

PUBLIC COMMENTS: None

ORDINANCES, RESOLUTIONS, APPLICATIONS AND HEARINGS:

- **Special Event Application – Hartford Downtown Market:** Callie Tuschen, on behalf of Downtown Hartford, Inc., has submitted a special event permit application to hold a farmer’s market and artisan vendor event from 5-8:30pm on the first Thursday of each month running June 4th through Oct 1st. They are requesting that Main Ave, from Modish to South Bar, be closed from 4-9pm on these days to allow the event to be held on the street and to allow for the use of alcohol in this area. A motion was made by Jones, second by Glanzer to approve the special event permit for the Hartford Downtown Market – 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 Dec had 27 total calls with 12 in city limits. For the 2019 year the department had a total of 316 calls. An update was given on the various trainings that were held for fire and EMS services. Officers elected for 2020 are as follows: Fire Chief Bryan Shumaker, 1st Asst. Fire Adam Erickson, 1st Asst. Rescue Connor Vortherms, 2nd Asst. Fire Matt Horn, 2nd Asst. Rescue Michelle Shumaker, Secretary Doni Rolfson and Treasurer Camille Crouch. The lock box system has been delivered and is in the process of being installed and training done.
- **Chamber & Economic Development Director Report:** Director Jesse Fonkert’s report, recapping activities for both the Chamber and HADF, was provided to the council. Highlights: two new members joined the Chamber in Dec, Hartford Spinal Care hosted the Holiday Mixer, the 4th quarter newsletter was published and mailed, prep for launch of the burger battle challenge, ongoing communication with business leads, working with NCDS on capital campaign along with attending various meetings/events. Fonkert requested approval to attend the Economic Advantage Partner Summit in Des Moines, IA on Feb 18th – 19th. MidAmerican Energy will contribute \$100 toward lodging. A motion was made by Brenneman, second by Glanzer to approve Fonkert attending the Economic Advantage Partner Summit – all voted yes, motion carried.
- **Engineer Report:** Mitch Mergen was present to provide engineer updates.
Mickelson Road Improvements – The project is now complete. A Certificate of Acceptance was provided to the council. Submitting this form will close out the project with the SD Dept of Environment & Natural Resources. A motion was made by Jones, second by Kuehl to authorize the Mayor to sign the Certificate of Acceptance on the Mickelson Rd project – all voted yes, motion carried.
9th Street Improvements – The project is being advertised for bid with the bid opening scheduled for 2pm Feb 5th at City Hall.
- **Public Works Report:** Public Works Superintendent Wagner’s report was provided to the council. Highlights include:
Streets – Wagner has started to look for a dump truck. If weather allows, the speed trailer will be set out. More speed limit signs have been ordered and will be installed when temps allow. Snow removal with the last storm went well. Wagner has been working with the sales rep on the downtown lights. One light base broke. Wagner was able to have it welded but is working with the company to find out if it was under warranty.
Sewer – Quarterly DMR reports have been filed. Going forward, reporting will be done on a monthly basis. Staff finished moving water from pond #2 to #3. Samples will be taken in the spring to see if we can discharge.
Parks – The new countertops have been installed. Faucets will be installed in the spring. The frame for the new scoreboard has been installed. The scoreboard is scheduled to be delivered in March.

Public Works Assistant Position – The job description for the PWA position was provided to the council for their review. A motion was made by Monahan, second by Nelson to approve the PWA job description – all voted yes, motion carried. A motion was made by Monahan, second by Nelson to begin advertising for the PWA position – all voted yes, motion carried.

- **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 Dec 31st and a recap of bills submitted for payment. There will be a vacancy in each ward with terms that are due to expire May 2020. Nominating petitions may be circulated beginning Jan 31st and will need to be filed in our office no later than 5pm on Feb 28th. The calendar of events was provided.
- **City Administrator Report:** City Administrator Sidel’s report was provided to the council. The second joint jurisdiction information meeting set for 7pm Jan 28th at 120 Main Events – formerly known as American Legion. The City attorney is working on the purchase agreement for Lot 2 thru 8, Block 4 of Hartford City Proper. As a result of FEMA declaring Minnehaha County a disaster area due to the Sept storms & flooding, there are grants now available to communities the better prepare them for future disasters. Sidel is suggesting the City take advantage of these grant funds to purchase two more generators for our lift stations. If approved, the grant would pay for 85% of the cost with the City to pay 15%. It was the consensus of the council that Sidel proceed with submitting the grant application. The SDML Legislative Dinner & Municipal Day at the Legislature is scheduled for Feb 4th & 5th.

OLD BUSINESS:

- **Discussion of Possible Park Board/Committee:** Mayor Menning and Councilmen Jones & Kuehl attended the last HASR committee meeting to further discuss the possibility of the City implementing a park board or park committee. Mayor Menning’s vision is to create a board that would make capital improvement recommendations to the Council to grow and expand the City’s park/recreation system. This could encompass park, pool and trail improvements. By implementing this board, the committees would no longer be tasked with these items and they can then focus on fund raising, scheduling tournaments, promoting, etc. The HASR committee did indicate that they are in favor of the Recreation Director position should this be considered in the future. After further discussion with the Council, it was the consensus to move forward with the park board format and have Sidel redraft the ordinance updating the mission/purpose of the board to be represent at the next council meeting.
- **Discussion of Community Engagement Meeting:** Mayor Menning informed the Council that the Go Hartford Community Summit has been scheduled for Feb 24th from 7pm to 9pm. It will be held in the commons area of West Central High School. Council members along with member of the Planning & Zoning board and City staff will be available to answer questions on a number of topics. It will be an open house format where community members can come and go and visit the stations that interest them. The topics will include taxes, quality of life, short- and long-term goals of the City, infrastructure/WWTF, economic development, public safety and platting/zoning jurisdiction. A mailing will be done to Hartford residents and the surrounding area.

NEW BUSINESS:

- **Approval to Surplus all Updated Meter Heads:** Staff has started the process of changing out our current meter heads to the new cellular meter heads. This will continue over the next several years until all meter heads have been updated. Since the old meter’s technology is being phase out, these meters cannot be utilized and will need to be disposed of. A motion was made by Jones, second by Monahan to approve the surplus of all outdated meter heads as staff changes them out – all voted yes, motion carried.

CORRESPONDENCE: None

EXECUTIVE SESSION: A motion was made Monahan, second by Jones to enter executive session pursuant to SDCL 1-25-2 (1) for personnel and SDCL 1-25-2 (3) for legal at 7:58pm – all voted yes, motion carried. A motion was made Brenneman, second by Jones to exit executive session at 9:25pm – all voted yes, motion carried.

A motion was made by Glanzer, second by Nelson to give all regular full-time employees and all year-round part-time employees a 3% cost of living raise, effective January 1, 2020 – all voted yes, motion carried.

A motion was made by Glanzer, second by Jones to give Building Inspector Paul Clarke a 2% merit raise; to give Chamber & Economic Development Director Jesse Fonkert a 6% merit raise; to give Public Works Assistant Terry Hagen a 6% merit raise; to give Assistant Public Works Superintendent Neil Hanisch a 2% merit raise; to give Administrative Assistant Rhonda Kuchta a 1% merit raise; to give Public Works Assistant Jesse O’Kane a 2% merit raise; to give City Administrator Teresa Sidel a 6% merit raise; to give Public Works Superintendent Craig Wagner a 4% merit raise; to give Finance Officer Karen Wilber a 6% merit raise; all to be effective January 1, 2020 – all voted yes, motion carried.

ADJOURNMENT: A motion was made by Monahan, second by Nelson to adjourn at 9:27pm – 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

MCSO HARTFORD FIELD OFFICE 30 DAY WRAP-UP FEBRUARY 2020

Traffic Stops: 66 (decrease of 7)

Civil Paper Service: 22 (decrease of 6)

Family Dispute: 2 (=)

Juvenile Delinquency: 8 (increase of 7)

Neighbor Dispute: 1 (increase of 1)

Check Wellbeing: 3 (decrease of 3)

DWI: 1 (decrease of 1)

Snowbird: 1 (decrease of 1)

Hit and Run: 2 (=)

Narcotics: 3 (increase of 3)

Animal Problem: 6 (=)

Medical calls: 7 (decrease of 3)

Disorderly Subjects: 5 (=)

Suspicious activity: 6 (increase of 2)

Traffic Accidents: 8 (increase of 5)

Suicidal Subject: 1 (increase of 1)

Burglary Alarm: 1 (increase of 1)

Fire Alarm: 1 (Increase of 1)

Stolen Vehicle: 1 (increase of 1)

Stolen Vehicle Recovery: 1 (increase of 1)

Motorist Assist: 3 (decrease of 1)

Child Custody Dispute: 1 (decrease of 1)

Abandoned Vehicles: 2 (increase of 2)

Warrant Service: 8 (increase of 5)

Manhunt: 1 (increase of 1)

Total calls for service including Deputy initiated: 244 (decrease of 7) = 8.13 calls per day (30 day factor)



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 revised and presented to landowners along Western Avenue. Agreements are moving forward. Final design is underway. Bid documents are expected to be complete in February.

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 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 | Record drawings are complete and will be delivered to City staff. Stockwell staff will continue work on a the LOMR application 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: GIS maintenance • Knapp's Landing Plat Review • HMGP Funding Application

Maintenance Report – 2/4/2020

January 31, 2020

Streets

Snow removal – We are working on opening up inlets and also working on the valleys getting ready for the warm up and running water.

Slurry seal – The slurry seal project is out for bids and the letting is 2/20/2020.

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

I-90 – No updates at this time

Dump truck – No updates at this time.

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 – No updates at this time.

Drainage areas – Nothing to update at this time.

Downtown lights – We have installed the pole and light that was busted. We checked a few other ones by covering up the solar panel, none of them turned on. We need some sunny days to get them charged up again. I will check them this weekend and on Monday we will check the ones that are not on. I sent a follow up e-mail on the busted pole to see if it is warrantied, hopefully next week I will hear something.

Welcome signs – Neil and Jesse have all of the signs lit up for now.

Water

Meters – A few of the new meters have arrived. We will be working on getting these installed in the next few weeks.

Reports – No reports due at this time.

Sewer

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

Reports – I will be filling out the monthly DMR report this coming week.

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.

9th Street sewer main – We had a sewer back up on 9th Street this week. We got it opened up and flowing before we had any damages. We tried to televise it and managed to get our camera stuck. We ran our jetter in the line and freed it up and jetted it again with slow flow. We had Roto Rooter come out and televise it to find we had debris in the line, so we had them bring out their jetter and cleaned the lines to find recycled asphalt in the line. I'm working with Mitch to have the contractor pay for this.

Park

Parks – No updates at this time.

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.

The Public Works Department would like to thank you for the COL and merit raises.

FINANCE OFFICER REPORT

February 4, 2020

Financials: I'm working on the January month-end duties. The following is a recap of revenue received for the month of January:

State of South Dakota	45,481.22	(1 st Penny Sales Tax)
State of South Dakota	45,481.21	(2 nd Penny Sales Tax)
State of South Dakota	5,916.60	(3 rd Penny Sales Tax)
State of South Dakota	4,453.25	(Alcohol Reversion Tax)
State of South Dakota	4,738.70	(4 th Quarter Hwy/Bridge Tax)
Minnehaha County	17,842.60	(Real Estate Taxes)
Reliabank	594,000.00	(Loan Proceeds – Project Blackbird)
HADF	485.16	(Kuchta Land Payment)
Knapps Landing	1,500.00	(Park Fund Contribution in Lieu of Land)
Misc.	909.75	(Sale of Water Meters/Parts)
Misc.	655.20	(Building Permits)
Misc.	250.00	(Snow Ticket Fines)

Cash Balances as of	December 2018	December 2019
Total General Fund	\$2,020,465.17	\$1,487,434.94

Revenue and Expenses for the Month of:	December 2018	December 2019
Revenue - General Fund	\$405,845.35	\$238,272.07
Expenses - General Fund	\$362,981.35	\$989,591.00

Revenue and Expenses	2018 Year-To-Date	2019 Year-To-Date
Revenue - General Fund	\$2,390,803.45	\$2,533,904.57
Expenses - General Fund	\$2,640,690.01	\$3,039,176.22

Election Workers: I have called and confirmed our election workers should we have an election on April 14th. They are Marilyn Siemonsma (Ward 1), Bev Liesinger (Ward 2), Georgia Viereck (Ward 3) and Christel Schroeder as our alternate. I need a motion to appoint/approve them as our election workers.

Calendar of Events:

February 2020:

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

Prepared By: Karen Wilber

Election Workers

2020

Ward 1

Marilyn Siemonsma - Superintendent
602 N. Oaks Avenue
Hartford, SD 57033

Ward 2

Bev Liesinger
106 Calvin Drive
Hartford, SD 57033

Ward 3

Georgia Viereck
508 N. Vandemark Avenue
Hartford, SD 57033

Alternate

Christel Schroeder
406 Mary Lane
Hartford, SD 57033

Pay Schedule

\$150 per day for election
\$10 extra on election day for Superintendent
\$25 per day for training

02/04/2020

City Administrator Report

Explanation of Agenda Items

Visitors:

- **Al Doeve:** Al is with National Community Development Services and has been contracted with the HADF to work on a Capital Campaign for economic development. Al would like to take a few minutes to introduce himself to the council and explain the campaign a little.

Reports (Action Items):

- **Finance Officer Report:**
 - **Appointment of 2020 Election Worker:** Karen will be asking the Mayor to appoint the 2020 election workers, with council approval. She has lined up Marilyn Siemonsma (superintendent), Bev Liesinger, and Georgia Viereck. Christel Schroeder will act as an alternate.

New Business:

- **Review Proposal for Field Scheduling/Maintenance in 2020:** This last week Rhonda and I meet with representatives from softball and soccer to discuss field scheduling and maintenance for this year since we don't have a recreation director at this time. The proposal is in your packet for your review and discussion. Staff does see this as a cooperative solution for this year's scheduling.
- **Sport Complex Sponsorship:** BJ Olson, on behalf of the HASR, would like to address the council about the possibility of using a sponsorship company to raise funds for the sports complex facility. They have been talking with a company that helps find sponsorship funds for projects such as this and he would like to ask the council to consider the use of HASR funds to retain them and pay their expenses. He will be at the meeting to give the council more details and answer any questions.
- **2020 Equalization Meeting Date & Time:** The city council will need to set the city's 2020 equalization meeting date and time. If a resident of Hartford does not agree with the county's tax assessment of their property, they may come before the city equalization board, which is made up of the Mayor, the City Council and 1 member of the School Board. The city must set our equalization meeting the week of March 15th – I recommend early in the week in order to allow Karen time to type up the minutes and get the required paperwork back to the county by March 20th. Please look at your calendars before our meeting on Tuesday so we can set this date and get out the proper notices. Either Monday the 16th or Wednesday the 18th would work best (there is a council meeting set for Tuesday the 17th).
- **Authorize Mayor to Sign Annexation Agreement:** The city owns land along the south side of Highway 38 east of town. This property was acquired in 2019 and used to be part of the old railroad right-of-way. The city's attorney is working on an annexation petition and has suggested that the council make a motion to authorize the Mayor to sign the annexation petition once completed.
- **Review/Approve Purchase Agreement for Lots 1-8, Block 4 of Hartford City Proper:** Under council direction, the city attorney has drafted a purchase agreement for the Lots 1-8, Block 4 of Hartford City Proper. This purchase agreement has been reviewed by the General Manager of Central Valley Coop. If approved by the council, we will send on for coop board approval.
- **Review/Approval of Seasonal Job Descriptions:** In your packet are job descriptions for our summer part-time help: Pool Manager, Pool Assistant Manager, Lifeguards, Park Rec Director, Park Rec Coordinator, Park Rec Assistant and Public Works Assistant and Dump Monitor. For the most part, only the dates have been changed from last year – job summary, knowledge, skills, abilities, selection guidelines and compensation have all stayed the same. We did change a couple of items on the Public Works Assistant description that I want to call to the council's attention. Last year, we had the minimum applicant age of 16 years old – we would like to change that this year to 17 years old. Sixteen year olds are limited with what equipment they can use and what that can drive – if they were 17 than we can utilize them in a broader capacity for the city. We also changed the minimum wage for the PWA from starting at \$9.00 to \$9.30 – since that is the minimum wage for South Dakota this year. Although minimum wage does affect our public works employees, seasonal amusement and recreational employee are exempt from this requirement

so minimum wage does not apply to pool personnel and park rec personnel. The job descriptions presented to you are all within state and federal guidelines. I would ask the council to review and discuss each position and if you want to make any changes so we can begin advertising for these up-coming positions.

- **Approve Application for Sioux Falls Landfill passes:** The HADF has decided to forego a clean-up day again this year so I am assuming that the city would like to apply for landfill passes again for our residents. The City of Sioux Falls allows us 500 free passes – we distributed 286 in 2016, 335 in 2017, 321 in 2018 and 327 in 2019. This program is at no cost to the city and it is a good benefit for our citizens. I would like a motion to allow me to apply for the Sioux Falls landfill passes this year again.

Non-Agenda Updates

District 9 Meeting: Enclosed in your packet is information on the upcoming SDML District Meetings. The SDML has set up 10 District within the state and each District will hold a meeting for public officials and guests. This usually starts off with a social, followed by a dinner and then a few short speakers. LaVonne Taylor usually gives a run-down on the latest legislative changes that effect cities and is always informative. Hartford is in District 3 so our meeting will be held Thursday, March 19 in Vermillion. Please let Karen or me know if you wish to attend. Registration cost is \$26.00 per person, with a deadline date of March 5th.

Work Comp Audit: The city will be subject to a worker’s compensation payroll audit on Monday, Feb 3rd. This is just a short phone audit that is conducted each year to review our payroll figures reports verse actual paid.

FEMA Grant: I have begun the paperwork with SECOG to apply for 2 generators through the FEMA assistant grant.

Upcoming Agenda Items: This monthly I will be gathering information and presenting to the council suggested ordinance and policy changes. Through either situations that have come up or through conversations with staff, there are a few things I think the city should consider changing. I am working on updating our ordinance to allow ticket fees to come to the city (the sheriff’s department has approved this), I will be working with Craig and Mitch to discuss a few design standard changes, I want to also present a few minor ordinance changes involving snow removal, grass clippings and pet licensing.

On behalf of the entire city staff, we would like to thank the Mayor and Council for the raises received this year.

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

You're Invited To The Annual District Meetings!

All Mayors, Town Presidents, Councilmembers, City Officials and Guests are welcome to attend the SDML Annual District Meetings. The registration form includes all the meeting information and can also be found on our website at www.sdmunicipalleague.org/sdmlevents. So come and renew old acquaintances, make new ones, learn about new legislation and visit with a variety of representatives from state agencies and other elected officials.

Please Note:

- It is necessary for everyone to register by the stated deadlines so that we can plan for enough meals, those that do not register by the deadline cannot be guaranteed a meal but you may still attend.
- You will be charged for either the number of attendees registered or the number that actually attend, whichever is greater.
- If you are unable to attend the meeting in your district, you are welcome to attend the meeting in another district.
- If you are unsure of what district you're in, there is a list on our website at www.sdmunicipalleague.org, click on 'About' and then click on 'Board of Directors', then 'Cities by District'. You can also find a list in the Directory of Municipal Officials on pages 97-99. If you're still unsure, call the League office at 1-800-658-3633.
- Auxiliary aids and reasonable accommodations shall be made upon request to ensure that all programs are fully accessible to all individuals. If you would like to request special accommodations, please contact the SDML office at 1-800-658-3633.

SOUTH DAKOTA MUNICIPAL LEAGUE

2020 District Meeting Registration

Return Registration Form and Payment to the League office:
SDML, 208 Island Drive, Ft. Pierre, South Dakota 57532

*Pre-registration is required for meal counts. You'll be charged for either the number registered or the number attending, whichever is greater.
Please attach the list of names that are being registered. Thank you.*

Municipality: _____

*All times are Central unless stated otherwise.

Select Meeting to Attend	Total Number Attending	Cost Per Person	Total Amount Due	District	Meeting Date	Registration Deadline	Location	Social	Dinner	Program
		\$23.00		District 1	Tuesday, March 17, 2020	March 3, 2020	Roslyn Event Center 302 Bjorson Ave., Roslyn	6:00 PM	6:30 PM	7:00 PM
		\$26.00		District 2	Wednesday, March 18, 2020	March 4, 2020	Elkton Community Center 109 Elk Street, Elkton	6:00 PM	6:30 PM	7:00 PM
		\$26.00		District 3	Thursday, March 19, 2020	March 5, 2020	Old Lumber Company Grill & Bar 15 Court Street, Vermillion	6:00 PM	7:00 PM	7:30 PM
		\$21.00		District 4	Thursday, March 26, 2020	March 12, 2020	Commerce Street Grille & Bar 118 S. Main Street, Plankinton	6:00 PM	6:30 PM	7:00 PM
		\$18.00		District 5	Monday, March 23, 2020	March 16, 2020	St. Lawrence City Hall/Fire Hall 106 N. Commercial Ave., St. Lawrence	6:00 PM	6:30 PM	7:00 PM
		\$22.00		District 6	Tuesday, March 24, 2020	March 10, 2020	American Legion Post 39 16 N. Main Street, Groton	6:00 PM	6:30 PM	7:00 PM
		\$23.00		District 7	Wednesday, March 25, 2020	March 11, 2020	Akaska Community Center 109 East Main Street, Akaska	6:00 PM	6:30 PM	7:00 PM
		\$26.00		District 8	Tuesday, March 31, 2020	March 17, 2020	The Steakhouse 160 S. Center Ave., Philip	6:00 PM	6:30 PM	7:00 PM
		\$21.00		District 9	Wednesday, April 1, 2020	March 18, 2020	New Underwood Community Center 500 S. A Avenue, New Underwood	6:00 PM	6:30 PM <small>*Mountain Time</small>	7:00 PM
		\$21.00		District 10	Thursday, April 2, 2020	March 19, 2020	Grap's Burgers & Brews 512 National Street, Belle Fourche	6:00 PM	7:00 PM <small>*Mountain Time</small>	7:30 PM

SDML OFFICE USE ONLY: **Date:** _____ **Check #:** _____ **Amount:** _____

2020 City Field Scheduling Plan

Ball Diamonds:

- The Hartford Area Softball Association has left the Sioux Empire Fastpitch Softball Association and has joined the Brandon Fastpitch League, along with several other communities such as Harrisburg, Tea, Baltic, Garretson, Hills MN, and Luverne MN. This will allow the Hartford youth more opportunities.
- All games will be played strictly in Brandon and Hartford. There will also be a year-end tournament that will bring all teams to Hartford.
- If all goes well, this will open the doors for other age groups to compete in competitive leagues and utilize our fields. Potentially bringing more games and tournaments to Hartford.
- With the additional games being placed here for this competitive league, the HASA is asking to utilize the 4 big fields (2 at the sports complex and 2 in the main park) each Wednesday night mid-May through July 4th.
- Since they will be bringing more teams and games to the city, they will need to have significant input on scheduling. They have agreed to help the city and take over scheduling of all the ball fields since we don't have a Recreation Director yet. This would help take the burden off city staff. If softball takes over the scheduling, we did discuss that Hartford teams should have preference and that an equal opportunity for all other leagues (i.e. – baseball, recreation leagues, church league) need to be allowed field usage as well.
- They have asked that the city drag each field every weekday (which we currently do already) and they will mark the fields.

HASA is worried about field maintenance during tournaments. Since these are mostly held on weekends, they have asked if there is any way for the HASA to gain access to the city's equipment to water and drag the fields, so a city worker does not need to be present. I do have a call into our insurance about this. If the council wants to allow the HASA access to our equipment, we will need to figure out if our insurance will allow this.

Note: The rental agreement that was approved by the city council last year has 2 different fee schedules – One is a \$10 per hour fee, which only includes taking out the trash and dragging the fields on the Friday before the tournament and the other is a \$20 per hour fee, which includes having a city worker come in to take out the trash during the tournament and dragging the fields in-between the games.

Soccer Fields:

- We also meet last week with Matt Evans to discuss the procedure for scheduling the city's soccer fields. Matt did do this before we had a Recreation Director but really does not have the time to do this again. He has offered to help with the scheduling process, but Rhonda will take the field requests and Matt will help us with determining what fields to utilize for what teams. Matt will work with our public works staff on field maintenance and striping.



City of Hartford Field Rental Agreement

Field Location: 1610 Western N Ave, Hartford, SD 57033

Date: _____

Rental Options

Basic Rental: \$10/hour/field capped at \$80/day/field

Details: Fields will be drug and trash will be taken out the night prior to rental. This rental includes no day of maintenance.

Rental with Maintenance: \$20/hour/field capped at 8 hours of maintenance labor & \$160/day/field

Details: Fields will be drug and trash will be taken out the night prior to rental. Includes dragging the infield between games, as well as basic cleaning/trash removal.

**Neither rental option includes chalking of fields or other setup help*

Personal Information

Name: _____

Group/Organization: _____

Mailing Address: _____

City State Zip

Phone Number: _____

Email: _____

Event Details

Sport: _____

Event type (Game(s), Practice, Tournament): _____

Field (North, South, or Both): _____

Insurance Policy (Please attach)

Policies

- Absolutely NO driving into City Complexes

- All garbage must be picked up & placed into trash containers. Trash not able to fit into containers must be hauled away.
- The City reserves the right to deny access to the fields due to field conditions at any time
- All event set up materials, decorations & tents must be preapproved by the City and torn down and removed from the complex immediately after the event.
- The reserving party will be held responsible for any damages caused by activities during the time the party has access to the property.
- No Tents or Canopies are permitted unless approved by the city. No camping
- No pets allowed in the Park
- No open fires
- No fire pits

FACILITIES USE AGREEMENT INDEMNIFICATION CLAUSE

User agrees to indemnify and hold the City of Hartford, and its officers, agents, and employees harmless from any and all liability, damages, actions, claims, demands, expenses, judgments, fees and costs of whatever kind or character, arising from, by reason of, or in connection with the use of facilities described herein. It is the intention of the parties that the City of Hartford, and its officers, agents and employees shall not be liable or in any way responsible for injury, damage, liability, loss or expense resulting to the user and those it brings onto the premises due to accidents, mishaps, misconduct, negligence or injuries either in person or property.

User expressly assumes full responsibility for any and all damages or injuries which may result to any person or property by reason of or in connection with the use of the facilities pursuant to this Agreement and agrees to pay the City of Hartford for all damages caused to the facilities resulting from user's activities hereunder.

INSURANCE REQUIREMENTS CLAUSE

User shall maintain occurrence based commercial general liability insurance or equivalent form with a limit of not less than \$1,000,000 each occurrence. If such insurance contains a general aggregate limit it shall apply separately to the Agreement or be no less than two times the occurrence limit. Insurance policy must be in form and manner acceptable to the City of Hartford.

If the City of Hartford is allowing the use of alcohol at the event, the user must carry liquor liability coverage in form and manner acceptable to the City of Hartford.

User shall furnish the City of Hartford with properly executed Certificates of Insurance which shall clearly evidence all insurance required in this Agreement, name the City of Hartford as an Additional Insured, and provide that such insurance shall not be canceled, except on 30 days' prior written notice to the City of Hartford

SUPERVISION REQUIREMENT CLAUSE

User represents that its activities, pursuant to this Agreement, will be supervised by adequately

trained personnel and that user will observe, and cause the participants in the activity to observe all safety rules for the facility and the activity. User acknowledges that the City of Hartford has no duty to and will not provide supervision of the activity.

Agreement

I have fully read and understand the athletic complex rental policies stated above. If additional clean up or maintenance is required due to my event, I take full responsibility for any and all damages. I agree to pay in full for the cost of the damages declared by the City of Hartford. I agree to pay the charges within 15 days of the invoice statement. The rental agreement and proof of liability must be submitted to city hall to guarantee my reservation.

Applicant's Signature: _____

Date: _____

PAYMENT OPTION - CREDIT/DEBIT CARD/CHECK

Card Type: MasterCard – Visa - Discover Name on Card:

_____ Phone Number:

_____ Email Address:

_____ Card Number: _____

_____ Exp. Date ____ / ____ CSC #: _____ Check

number _____ Total \$ _____ Insurance form? Yes/No



PURCHASE AGREEMENT

This Agreement is made and entered into by and between Valley Central Coop. f/n/a Hartford Farmer's Elevator, hereinafter referred to as "Seller", and the City of Hartford, South Dakota, hereinafter referred to as "Buyer", for the terms and conditions set forth herein:

1. **Agreement:** Buyer agrees to purchase from Seller and Seller agrees to sell to Buyer, the real property legally described as follows:

Lots 1, 2, 3, 4, 5, 6, 7, and 8 of Block 4 of the City Proper Addition, City of Hartford, Minnehaha County, South Dakota.

2. **Consideration:** As consideration for the sale, Buyer agrees to pay to Seller the sum of \$ 95,000.00, to be paid at closing.

3. **Taxes:** Seller agrees to pay the real estate taxes assessed for 2019 due and payable in 2020. The parties agree that the real estate taxes for 2020, due and payable in 2021, shall be pro-rated between Buyer and Seller to the date of closing based upon the 2019 tax levy. Buyer shall receive a credit at the time of closing for an amount equal to the prorated 2020 real estate taxes which credit shall be deemed a full satisfaction of Seller's obligation to pay the real estate taxes.

4. **Fees:** The cost of the preparation of this agreement, and the closing service fee shall be paid equally by Seller and Buyer. Seller shall pay for the preparation of the Warranty Deed and transfer fee. Buyer shall pay the recording fee.

5. **Title:** The parties agree that an owner's policy of title insurance for the purchase price shall be provided and the cost thereof shall be split equally by the parties. Seller will promptly take proper steps to overcome any legal and valid objections to the title.

Upon final payment, Seller shall transfer good and marketable title in the property to Buyer by Warranty Deed. In determining the question of good and marketable title, it is understood that the following shall not be considered as defects rendering the title unmarketable, to-wit:

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

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

7. **Conditions preceding closing:** The purchase of this property is conditioned on Buyer's approval of the environmental study and tests that they will conduct at their own expense.

8. **Possession:** Buyer or its agents shall have the right to enter the real property to conduct the environmental tests. After the closing, Buyer shall be entitled to full possession of the real property, including all rents and profits.

9. **Closing:** Closing shall occur on or before February 28, 2020. Closing shall take place at the office of Seller's attorneys, Frieberg, Nelson & Ask, L.L.P., at 206 E 5th Street, Canton, South Dakota, or at such other place as the parties mutually agree.

10. **Timing:** Time shall be an essential part of this agreement.

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

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

This offer is made this _____ day of _____, 2020.

City of Hartford, SD

By: Jeremy Menning
Its: Mayor

The offer is accepted this _____ day of _____, 2020.

Valley Central Coop

By: _____
Its: _____

Job Description for the City of Hartford

Swimming Pool Manager

Position: Swimming Pool Manager
Employee Classification: Seasonal Part-Time
Position Starts: 04-01-2020 (approximately)
Position Ends: 08-31-2020 (approximately)
Reports to: City Administrator

Job Summary

The Swimming Pool Manager will be responsible for preparing the pool for public use, operating the pool, supervising the lifeguards, maintaining the schedules and closing the pool for the season. Duties include but not limited to: supervising the pool staff, operating the concession stand, ordering of supplies, scheduling swim lessons and regularly cleaning the pool and bathhouse facilities (including restrooms). A majority of the work will take place after school adjourns for the summer and before it starts again in the fall. There will be some organization and duties required to be completed approximately 30 days prior to the pool opening. The pool will tentatively open for the season on May 19th and will be open during the day on July 4th and on Jamboree Days. The pool will tentatively close for the season the end of August (when the West Central School District has resumed classes). The City Council reserves the right to adjust the pool hours. The applicant must be physically fit to perform the necessary job duties.

Knowledge, Skills, and Abilities

- Basic knowledge of swimming pool operations, practices, and maintenance.
- Successful completion of CPR and First Aid training. The City of Hartford will reimburse the cost of certifications upon full completion of summer employment.
- Ability to establish and maintain effective working relationships with city officials, employees, and the general public.
- Ability to supervise lifeguards and pool employees.
- Perform related work as required.
- Minimum of 18 years old.

Selection Guidelines

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

Compensation

The starting pay range shall be between \$12.00 and \$14.00 per hour, depending on qualifications. Pay rate will increase .25 cents per hour for each additional year the employee has worked for the City of Hartford in this position.

Date: _____

Approved: _____

Employee: _____

Updated 01-30-2020

Job Description for the City of Hartford

Assistant Swimming Pool Manager

Position: Assistant Swimming Pool Manager
Employee Classification: Seasonal Part-Time
Position Starts: 04-01-2020 (approximately)
Position Ends: 08-31-2020 (approximately)
Reports to: Pool Manager

Job Summary

The Assistant Swimming Pool Manager will be responsible for preparing the pool for public use, operating and maintaining the pool, supervising the lifeguards and closing the pool for the season. Duties include but not limited to: supervising the lifeguards, operating the concession stand and regularly cleaning the pool and bathhouse facilities (including restrooms). A majority of the work will take place after school adjourns for the summer and before it starts again in the fall. There will be some organization and duties required to be completed approximately 30 days prior to the pool opening. The pool will tentatively open for the season on May 19th and will be open during the day on July 4th and on Jamboree Days. The pool will tentatively close for the season the end of August (when the West Central School District has resumed classes). The City Council reserves the right to adjust the pool hours. The applicant must be physically fit to perform the necessary job duties.

Knowledge, Skills, and Abilities

- Basic knowledge of swimming pool operations, practices, and maintenance.
- Successful completion of CPR and First Aid training. The City of Hartford will reimburse the cost of certifications upon full completion of summer employment.
- Ability to establish and maintain effective working relationships with city officials, employees, and the general public.
- Ability to supervise lifeguards and pool employees.
- Perform related work as required.
- Minimum of 18 years old.

Selection Guidelines

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

Compensation

The starting pay range shall be between \$10.00 and \$12.00 per hour, depending on qualifications. Pay rate will increase .25 cents per hour for each additional year the employee has worked for the City of Hartford in this position.

Date: _____

Approved: _____

Employee: _____

Updated 01-30-2020

Job Description for the City of Hartford

Lifeguard

Position: Lifeguard
Employee Classification: Seasonal Part-Time
Position Starts: To be determined
Position Ends: To be determined
Reports to: Swimming Pool Manager

Job Summary

The lifeguard's primary duty is to supervise and maintain the safety of patron at the Hartford Municipal Pool. Other duties include but are not limited to: preparing the swimming pool for public use, maintaining the pool and bath house facilities (including restrooms), operating the concession stand and closing the pool for the season. The pool will tentatively open for the season on May 19th and will be open during the day on July 4th and on Jamboree Days. The pool will tentatively close for the season the end of August (when the West Central School District resumes classes). The City Council reserves the right to adjust the pool hours. The applicant must be physically fit to perform the necessary job duties.

Knowledge, Skills, and Abilities

- Basic knowledge of swimming pool rules and regulations.
- Successful completion of CPR and First Aid training. The City of Hartford will reimburse the cost of certifications upon full completion of summer employment.
- Ability to establish and maintain effective working relationships with city officials, employees, and the general public.
- Ability to work with children.
- Perform related work as required.
- Minimum of 15 years old.

Selection Guidelines

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

Compensation

The starting pay shall be \$10.00 per hour. The pay rate of \$10.00 shall increase by .25 cents per hour for each additional year the employee has worked for the City of Hartford in this position.

Date: _____

Approved: _____

Employee: _____

Job Description for the City of Hartford

Dump Site Monitor

Position: Dump Site Monitor
Employee Classification: Part-Time/Shared Position
Hours of Work: Tues and Thurs from 4pm-8pm and Sat from 9am to 4pm
Position Starts: April 4, 2020
Position Ends: Nov 28, 2020 or sooner depending on inclement weather
Reports to: Public Works Superintendent

Job Summary

The Dump Site Monitor is a part-time position that will be responsible for monitoring the City of Hartford's grass, leaf and tree branch dump site during its hours of operation. This may be a shared position between 2 people. Duties include, but are not limited to, checking for proof of residency to ensure only residents within Hartford city limits are dumping and enforcement of the no commercial dumping policy.

Knowledge, Skills, and Abilities

- Ability to work with the public and handle confrontation.
- Ability to establish and maintain effective working relationships with city officials, employees, and the general public.
- Perform related work as required.
- Minimum of 18 years old.

Selection Guidelines

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

Compensation

The starting pay range shall be between \$10.00 - \$15.00 per hour. The initial pay range shall increase by .25 cents per hour for each additional year the employee has worked for the City of Hartford in this position.

Date: _____

Approved: _____

Employee: _____

Job Description for the City of Hartford

Park Recreation Program Director

Position: Park Recreation Program Director
Employee Classification: Seasonal Part-Time
Position Starts: To be determined
Position Ends: To be determined
Reports to: City Administrator

Job Summary

The Park Recreation Program is a 4-week summer program for area youths that runs in June and/or July each year depending on scheduling. The Park Recreation Program Director will be responsible for planning, organizing, scheduling, and conducting activities for area youth. The Director will be in charge of the Park Recreation Program Activities Coordinator and Park Recreation Program Assistants. The applicant must be physically fit to perform the necessary job duties.

Knowledge, Skills, and Abilities

- Basic knowledge and experience in youth education.
- Ability to establish and maintain effective working relationships with city officials, employees, and the general public.
- Perform related work as required.
- Minimum of 21 years old.

Selection Guidelines

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

Compensation

The pay rate shall be between \$1,250.00 - \$1,500.00 per season.

Date: _____

Approved: _____

Employee: _____

Job Description for the City of Hartford

Park Recreation Program Activities Coordinator

Position: Park Recreation Program Activities Coordinator
Employee Classification: Seasonal Part-Time
Position Starts: To be determined
Position Ends: To be determined
Reports to: Park Recreation Program Director

Job Summary

The Park Recreation Program is a 4-week summer program for area youths that runs in June and/or July each year depending on scheduling. The Park Recreation Program Activities Coordinator will be responsible for assisting the Park Recreation Director in the organizing, scheduling, and conducting activities for area youth. The Activities Coordinator will work closely with the Park Recreation Program Director and Park Recreation Program Assistants. The applicant must be physically fit to perform the necessary job duties.

Knowledge, Skills, and Abilities

- Basic knowledge and experience in youth education.
- Ability to establish and maintain effective working relationships with city officials, employees, and the general public.
- Perform related work as required.
- Minimum of 18 years old.

Selection Guidelines

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

Compensation

The starting pay shall be \$10.00 per hour. The pay rate of \$10.00 shall increase by .25 cents per hour for each additional year the employee has worked for the City of Hartford in this position. For the purpose of calculating pay increases, years worked as a park recreation assistant will count towards years worked in this position.

Date: _____

Approved: _____

Employee: _____

Job Description for the City of Hartford

Park Recreation Program Assistant

Position: Park Recreation Program Assistant
Employee Classification: Seasonal Part-Time
Position Starts: To be determined
Position Ends: To be determined
Reports to: Park Recreation Program Director

Job Summary

The Park Recreation Program is a 4-week summer program for area youths that runs in June and/or July each year depending on scheduling. The Park Recreation Program Assistant will be responsible for assisting the Park Recreation Program Director and Park Recreation Program Activities Coordinator with organizing, scheduling, and conducting activities for area youth. The applicant must be physically fit to perform the necessary job duties.

Knowledge, Skills, and Abilities

- Ability to work with groups of kids.
- Ability to establish and maintain effective working relationships with city officials, employees, and the general public.
- Perform related work as required.
- Minimum of 15 years old as of May 31, 2020.

Selection Guidelines

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

Compensation

The starting pay shall be \$7.25 per hour. The pay rate of \$7.25 shall increase by .25 cents per hour for each additional year the employee has worked for the City of Hartford in this position.

Date: _____

Approved: _____

Employee: _____

Job Description for the City of Hartford

Public Works Assistant

Position: Public Works Assistant
Employee Classification: Part-Time
Position Starts: To be determined
Position Ends: To be determined
Reports to: Public Works Superintendent

Job Summary

The Public Works Assistant will be responsible for general maintenance in city parks, ball diamonds, on city buildings, streets, and property. This position will assist the water and sewer departments. Other maintenance responsibilities and running of errands will be determined by the Public Works Superintendent. The applicant must be physically fit to perform the necessary job duties.

Knowledge, Skills, and Abilities

- Basic knowledge and experience in the operation of equipment such as: lawn mowers, weed eaters, skid steer loaders, etc.
- Must possess a valid driver's license.
- Ability to establish and maintain effective working relationships with city officials, employees, and the general public.
- Perform related work as required.
- Minimum of 17 years old as of May 1, 2020.

Selection Guidelines

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

Compensation

The starting pay range shall be between \$9.30 and \$10.00 per hour, depending upon qualifications. The initial pay range shall increase by .25 cents per hour for each additional year the employee has worked for the City of Hartford in this position.

Date: _____

Approved: _____

Employee: _____

LANDFILL FEE WAIVER APPLICATION

Sioux Falls Regional Sanitary Landfill | 26750 464th Avenue, Hartford, SD 57033 | 605-367-8162

PLEASE PRINT

Name of Organization: City of Hartford

Address: 125 N Main Ave City, State, Zip: Hartford, SD 57033

Is the project located in McCook, Minnehaha, Lake, Lincoln, or Turner Counties? Yes No

Contact Person: Teresa Sidel Title: City Administrator

Phone Number: 605-528-6187 Email: cityhall@hartfordsd.us

Where or what event did this waste come from? City of Hartford

Are you planning on a clean-up event or requesting free passes for your community? Yes No

If free passes, how many? 500

If this is for free passes, stop here. If this is for a clean-up event, please fill out the rest of the application.

Requested Start/Stop Dates: _____ OR 1 day only: _____

Approximate amount of waste (tons, cubic yards or truck loads): _____

Check all types of waste that will be included:

Appliances* Furniture Construction Debris Recyclables Yard Waste Mattresses

Other: _____

* See the attached Disposal Restrictions flyer for items that require sorting or special disposal.

Waste Items that will not be considered for fee waiver at the landfill are the following:

- Household Trash (such as kitchen garbage, food waste, etc.)
- Tires
- Electronics

If waiver is granted, only specific vehicles will be admitted free. Please list up to three vehicles below:

Type/size/color: _____ License plate: _____

Type/size/color: _____ License plate: _____

Type/size/color: _____ License plate: _____

If using a licensed Hauler please list which company and what type of truck: _____

"I agree that I have read and understand the disposal restrictions of the landfill."

Signature: _____ Date: _____



Return completed form to the following:

Attn: Donny Kuper
City of Sioux Falls
224 West 9th Street
Sioux Falls, SD 57117

Allow 2 weeks for processing.
Valid for current year.
dkuper@siouxfalls.org

FOR CITY USE ONLY

Recommended for approval: Yes No

By: _____

Director Authorization: _____ Date: _____