

**Hartford City Council Agenda**  
**Tuesday, May 19, 2020 - 7:00 p.m.**  
**Hartford City Hall**

**Phone in Option: +1 (872) 240-3212**  
**Access Code: 624-315-565**

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

**Pledge of Allegiance**

**Business Items**

- Roll Call of Mayor and City Council Members
- Additions to the Agenda/Approve Agenda
- Approve Minutes of Previous Meeting(s)  
\*Regular Meeting Minutes - 05/05/2020
- 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\*

**Visitors**

- Chamber - Discuss Chamber Carnival Funds
- Callie Tuschen - Discuss Downtown Market
- Sam Assam - Discuss Placement of Top Street Lift in Turtle Creek Highlands Addition
- Robert Hansen - Discuss Dog and Cat Licensing Requirements

**Applications, Agreements, Hearings, Resolutions & Ordinances**

- 7:05 Public Hearing - Malt Beverage License Renewals
- Review/Approve Chamber and City of Hartford Agreement
- Review/Approve HADF and City of Hartford Agreement

**Reports**

- Fire Department Report - Chief Bryon Shumaker
- Chamber & Economic Development Director Report - Gabriel Steinmeyer
- City Engineer Report - Stockwell Engineers
- Public Works Superintendent - Craig Wagner  
\*Discuss Concrete Project at Sports Complex
- Finance Officer Report - Karen Wilber  
\*Review/Approve 2019 Annual Report
- City Administrator Report - Teresa Sidel

**Old Business**

- Review Liquor Regulations on City Right-of-Way
- Review Proposed Changes to Employee Manual
- COVID-19 Review  
(City Buildings, Pool, Organized Sports)

**Correspondence**

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

**Adjournment**

**Next City Council Meeting: Tuesday - June 2, 2020**

## City Council Meeting – Regular Meeting May 5, 2020

Mayor Jeremy Menning called the meeting to order at 7:00pm via teleconference with the following city council members present: Mark Monahan, Arden Jones, Mark Brenneman, Travis Kuehl, Brittany Glanzer and Scott Nelson. Also present via teleconference were City Administrator Teresa Sidel, City Finance Officer Karen Wilber, Public Works Superintendent Craig Wagner, City Attorney Tom Frieberg, City Engineer Mitch Mergen and approximately five people from the public.

### BUSINESS ITEMS:

- **Approve Agenda:** A motion was made by Jones, second by Brenneman to approve the agenda as set - all voted yes, motion carried.
- **Approval of the Minutes:** A motion was made by Monahan, second by Jones to approve the meeting minutes from April 21, 2020 – all voted yes, motion carried.

### PUBLIC COMMENTS:

- Chris Tuschen was present via teleconference to ask the council their thoughts on allowing area businesses to utilize the sidewalk in front of their business for additional seating. With the social distancing regulation that are in place, it would be helpful to have more area for more seating. This would mean allowing consumption of alcohol in these areas. City Attorney Frieberg stated that since these sidewalks are public right of way, city ordinances would need to be revised to allow this. Staff will do some research as to what is allowed so this can be discussed further at the next meeting.
- Mayor Menning read an email from Hartford resident Gabby Hoing requesting that park restrooms and the pool be open. These items will be discussed later in the meeting under the COVID-19 update.

**VISITORS:** Leah Johnson, on behalf of the Jamboree Committee, gave the council an update on the 2020 event. Due to the pandemic, the event has been cancelled for this year. The Committee will meet in June to discuss possibly doing a car parade around town. Also, provided conditions improve, they may do a one-day event in late summer/early fall consisting of a car show and street dance only.

### REPORTS:

- **Sheriff's Department Report:** Deputy Phil Ryan's report was provided. For the month of Apr there were 119 calls for service.
- **Engineer Report:** Mitch Mergen provide engineer updates:  
**Ruud/Opal Lane Intersection Improvements** – Construction documents are finalized and ready to bid. The project is estimated at \$155,000. A motion was made by Monahan, second by Nelson to advertise the project for bid – all voted yes, motion carried.  
**9<sup>th</sup> Street Improvements** – A preconstruction meeting will be scheduled in the coming weeks with the project expected to start in late June.  
**Industrial Park Sanitary Sewer Extension** – There is one easement that is still needed. Once received, the project will be advertised for bid.
- **Public Works Report:** Public Works Superintendent Wagner's report was provided to the council.  
**Streets** – Mag water has been ordered. Staff continues to blade gravel roads as needed. The new speed limit sign has been installed on S. Main Ave. Street sweeping was done last week. Jesse has trained Alan on how to run the sweeper. Sweeping will continue throughout the summer. Planting of the boulevard trees should wrap up next week. Wagner continues to work on a plan for the 3<sup>rd</sup> Grade Arbor Day tree planting.  
**Public Buildings:** Wagner has submitted a request to have the gas & electric services to the building on Main Ave disconnected. Once this is complete, staff will proceed with the demolition of the building.  
**Water** – Staff has been changing out meters in businesses or homes that are for sale or empty.  
**Sewer** – Staff will be installing a new flow meter at the main lift station. Wagner will do necessary reports once result from the last discharge are received.  
**Park** – Fertilizing will be finished this week. The mower building in the main park is being rebuilt as the building that was there was in very bad shape. The new playground boarder has been installed. Alan is taking his pesticide tests. The Chamber is requesting to install signs in the park and along the bike trail for their social media #DiscoverHartford campaign. There would be approximately 60 different signs each week for two weeks. It was the consensus of the council to allow the placement of these signs in the parks and along the bike trails.  
**Sports Complex:** Wagner met with Matt Evans to go over the concrete work to be done. Wagner will now be getting quotes for this work.
- **Finance Officer Report:** City Finance Officer Wilber's report was provided to the council. Items included a summary of revenues received in Apr along with an overview of the city's cash balances, revenues and expenses through Mar. The May calendar of events was also provided.
- **City Administrator Report:** City Administrator Sidel's report was provided to the council. Gabe Steinmeyer, the new CEED, will started on May 11<sup>th</sup>. The HADF intern will begin late next week. Pool Manager Amy Sebert

will be helping out in the office starting May 26<sup>th</sup>. ICAP has started running the Hartford Transit program again for essential trips only. ICAP has put regulations in place regarding social distancing, sanitizing and face mask use. Sidel is working on the following items for future meetings: an ordinance to allow the Sheriff Dept to write traffic violations under city ordinance vs. state and updates to the City's design standards. Fire Chief Shumaker continues to work with Knox Box to get the system set up on their end. The 2019 audit, scheduled for next week, will be conducted via email this year due to the pandemic.

#### **OLD BUSINESS:**

- **COVID-19 Update:** The following items were discussed in regard to COVID-19:
  - **Park Restrooms:** At the April 7<sup>th</sup> council meeting the council made the decision to close all park restrooms until further notice. With the parks being open and residents utilizing them, suggestions have been made that the City open the restrooms. As with any public space, it is the individual's responsibility to make sure appropriate safety measures are taken. Discussion was also held on having portables placed at the Sports Complex as well. LaVonne Randall address the council via teleconference supporting the City's opening of the restrooms. A motion was made by Monahan, second by Kuehl to open all public outdoor restrooms – all voted yes, motion carried.
  - **Pool:** At the April 7<sup>th</sup> council meeting the council made the decision to delay the opening of the pool keeping it closed thru May & June. It was suggested that if we do open it there may be limited staff available to run it resulting in maybe having to reduce hours. It was also suggested that maybe a reduction in occupancy be implemented to encourage social distancing. Kuehl suggested getting input from the pool manager and discussing further at the next council meeting.
  - **City Hall:** Currently City Hall is closed to the public. All business is currently being done via email, mail or through our drop-box located outside the building. If there is something that needs to be done in person, staff will open City Hall by appointment for those matters. With staffing only 3 people, it is imperative that everyone stay healthy so city business can be conducted. Plus, there is concern that elderly family members stay healthy during this time. For those reasons, it is the consensus of the council that City Hall remain close and address again in two weeks.
  - **City Meetings:** Mayor Menning would like to get back to in person meetings for city council and planning & zoning starting with next week's planning & zoning meeting.
  - **Bars, Breweries, & Restaurants:** Mayor Menning gave a recap on the meeting he held with area bars & restaurants this past Saturday. Together they come up with a list of guidelines for everyone to follow consisting of: spacing tables 6ft apart, if unable to space tables 6ft apart then limit occupancy to 50% or less, no more than 10 people at a table, enhanced sanitation procedures, and screening employees for symptoms. Menning feels Hartford is in a good place and that all are doing a great job of self-regulating.

#### **NEW BUSINESS:**

- **Employee Manual Updates:** When the employee manual was last drafted/adopted, there were only hourly positions. Since the City now has both hourly and salary positions, suggested updates clarify wording between hourly and salary in certain sections of the manual. These updates were briefly discussed. Brenneman suggested that this issue be discussed in a face to face council meeting vs a teleconference. A motion was made by Brenneman, second by Jones to table until the next council meeting – all voted yes, motion carried.
- **Parking upon City Owned Property:** The City recently purchased the lots north of the elevator along Main Ave. There continues to be vehicles parked on these lots. Discussion was held on if parking should be allowed on any city owned lots. And if so, what type of parking, what hours, and if signage needs to be installed. Mayor Menning suggested to take some time and bring back for discussion when there is plan of action to consider. A motion was made by Brenneman, second by Kuehl to table until the next council meeting – all voted yes, motion carried.

**CORRESPONDENCE:** None.

**EXECUTIVE SESSION:** A motion was made Jones, second by Glanzer to enter executive session pursuant to SDCL 1-25-2 (1) for personnel and SDCL 1-25-2 (3) for legal at 8:03pm – 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.

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Karen Wilber, Finance Officer

EXECUTIVE SESSION: A motion was made by Jones, second by Nelson to exit executive session at 8:28pm – all voted yes, motion carried.

ADJOURNMENT: A motion was made by Jones, second by Glanzer to adjourn at 8:29pm – 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.

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Teresa Sidel, City Administrator

<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>
Checking		1			
Checking	1	Fund: 101 GENERAL FUND			
ABBUSINESS	A&B BUSINESS, INC.		05/04/2020	IN723589	317.96
101 4142 424		MAY 2020 RENTAL - COPIER & 6 PRINTERS			291.54
101 4142 424		APR 2020 - USAGE CHARGE			26.42
				Vendor Total:	317.96
A1	A-1 PORTABLE TOILETS		05/06/2020	50610	289.00
101 4521 424		PORTABLE (1) AT SPORTS COMPLEX			114.00
101 4521 424		HANDICAP (1) PORTABLE AT SPORTS COMPLEX			175.00
				Vendor Total:	289.00
ALIGNSHOP	ALIGNMENT SHOPPE		04/16/2020	12646	83.50
101 4521 425		ALIGNMENT OF JD GATOR			83.50
				Vendor Total:	83.50
AUTOGLAS	AUTO GLASS EXPRESS, LLC		04/30/2020	M026222	59.16
101 4311 425		MALIBU WINDSHIELD REPAIRS			59.16
				Vendor Total:	59.16
CTYHART	CITY OF HARTFORD		04/29/2020	04292020 STMT	204.01
101 4192 428		W/S-OLD SHOP			57.92
101 4192 428		W/S-NEW MAINT SHOP			105.35
101 4192 428		W/S-CITY HALL			40.74
				Vendor Total:	204.01
CLARPAUL	CLARKE, PAUL		05/04/2020	APRIL 2020	210.84
101 4652 427		APR 2020 MILEAGE			210.84
				Vendor Total:	210.84
COFFEECUP	COFFEE CUP FUEL STOPS - AUTO PMTS		05/01/2020	050120 STMT	152.42
101 4521 426		FUEL - PARKS			66.50
101 4311 426		FUEL - STREETS			85.92
				Vendor Total:	152.42
COLTONREDI	COLTON REDI-MIX, INC.		04/30/2020	34062	210.50
101 4521 426		CONCRETE FOR SMALL BLDG IN PARK			210.50
				Vendor Total:	210.50
CONSTR	CONSTRUCTION PRODUCTS & CONSULTANTS, INC.		04/16/2020	624935	105.10
101 4192 426		TOOLS FOR A BROWN'S TRUCK			105.10
				Vendor Total:	105.10
CROUCH	CROUCH RECREATION, INC		04/16/2020	4057	1,700.00
101 4521 426		PLAYGROUND BORDER			1,700.00
				Vendor Total:	1,700.00

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Invoice</u>	<u>Amount</u>	
THEFAMILY	FAMILY FARM, THE		05/13/2020	985936	6,000.00	
101 4521 429		37 TREES - TREE CITY USA FOR BLVD			6,000.00	
THEFAMILY	FAMILY FARM, THE		05/13/2020	985937	1,000.00	
101 4521 429		6 TREES - TREE CITY USA FOR PARKS			1,000.00	
THEFAMILY	FAMILY FARM, THE		05/13/2020	985938	185.00	
101 4521 429		1 TREE - ARBOR DAY PLANTING			185.00	
					Vendor Total:	7,185.00
FARMMERC	FARMERS & MERCHANTS CO-OP OIL CO.		04/15/2020	20168	611.90	
101 4311 426		DIESEL FUEL			611.90	
					Vendor Total:	611.90
FIRSBANK	FIRST NATIONAL BANK OMAHA		04/28/2020	042820 STATE	53.25	
101 4142 422 2		IT SERVICE - BOX			53.25	
FIRSBANK	FIRST NATIONAL BANK OMAHA		04/28/2020	042820 STMT	117.07	
101 4142 422 2		MICROSOFT - OFFICE 365 SUBSCRIPTIONS			49.50	
101 4142 422 2		MICROSOFT - EMAIL ACCOUNTS			24.00	
101 4142 423		INDEED - JOB AD CHAMBER/ECON DEV DIR			43.57	
					Vendor Total:	170.32
GILLESPIE	GILLESPIE OUTDOOR POWER EQUIPMENT		04/30/2020	41546	14,321.98	
101 4521 434		NEW 104" HUSTLER MOWER			22,171.98	
101 4521 434		TRADE IN OLD 104" HUSTLER MOWER			(7,850.00)	
GILLESPIE	GILLESPIE OUTDOOR POWER EQUIPMENT		05/11/2020	42095	23.90	
101 4521 426		2 ROLLS TRIMMER LINE			23.90	
					Vendor Total:	14,345.88
GOLDENWEST	GOLDEN WEST TELECOMMUNICATIONS COOPERATIVE, INC.		05/01/2020	05012020 STATE	537.14	
101 4192 428		PHONE-OFFICE LINE 1/INTERNET			208.93	
101 4192 428		PHONE-OFFICE LINE 3			48.36	
101 4192 428		PHONE-CITY SHOP/INTERNET			115.58	
101 4192 428		PHONE-OFFICE FAX LINE			44.57	
101 4192 428		PHONE-OFFICE LINE 2			58.76	
101 4192 428		PHONE-CHAMBER/EDD			60.94	
					Vendor Total:	537.14
GROCINK	GROCOTT INK & THREAD		05/04/2020	11565	150.00	
101 4311 426		2 LONG SLEEVE T - BROWN			42.00	
101 4311 426		6 SHORT SLEEVE T - BROWN			108.00	
					Vendor Total:	150.00
HARTFIRE	HARTFORD AREA FIRE AND RESCUE, INC.		05/14/2020	052020	80,000.00	
101 4229 439		FIRE PROTECTION SERVICES AGREEMENT			80,000.00	

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<u>Account Number</u>					<u>Amount</u>	
					Vendor Total:	80,000.00
HARTF9	HARTFORD BUILDING CENTER, INC.		04/30/2020	04302020	653.16	
				STMT		
101 4521 426		PARKS - FASTNERS/NIFTY NABBER			20.39	
101 4521 426		PARKS - 4 GAL PAINT			171.96	
101 4521 426		PARKS - 5LBS NAILS			11.99	
101 4521 426		PARKS - MULCH FOR PLAYGROUND			38.32	
101 4521 426		PARKS - ADDRESS LETTERS FOR BATHROOM			35.97	
101 4311 426		MISC TOOLS FOR A. BROWN'S TRUCK			50.15	
101 4192 426		PUBLIC BLDGS - 60 TUBE LIGHT BULBS			287.40	
101 4192 426		SHOP TOOLS - TAPE MEASURE/SPEED SQUARE			36.98	
					Vendor Total:	653.16
MCLEODS	MCLEODS PRINTING & OFFICE SUPPLY		04/30/2020	39628	43.23	
101 4130 426		50 ABSENTEE VOTE BY MAIL SETS			43.23	
					Vendor Total:	43.23
MIDAME	MIDAMERICAN ENERGY COMPANY		04/29/2020	04292020	188.93	
				STATE		
101 4192 428		GAS-NEW SHOP			42.22	
101 4192 428		GAS-OLD SHOP			46.07	
101 4192 428		GAS-CITY HALL			42.64	
101 4511 428		GAS-POOL			8.00	
101 4511 428		GAS-POOL			50.00	
					Vendor Total:	188.93
MINNDEEDS	MINNEHAHA COUNTY REGISTER OF DEEDS		05/01/2020	05012020	120.00	
				STMT		
101 4652 422		FILE CIRLE J FARMS DEANNEXATION			30.00	
101 4652 422		FILE V PETERSON PREANNEX AGREEMENT			30.00	
101 4652 422		FILE RES2020-4 VACATE ALLEY DRAKES ADDN			30.00	
101 4652 422		FILE RES2020-5 VACATE ROW OLD MICKELSON			30.00	
					Vendor Total:	120.00
NAPA	NAPA AUTO PARTS OF HARTFORD		04/17/2020	134531	79.13	
101 4521 426		PLUGS/FILTER/FILTER WRENCH FOR 4 WHEELER			23.23	
101 4311 426		WINDSHIELD WASH/BLUE DEF FOR EQUIPMENT			55.90	
NAPA	NAPA AUTO PARTS OF HARTFORD		05/05/2020	135769	189.00	
101 4311 426		DEWALT CORDLESS TOOL KIT - BROWN'S TRUCK			189.00	
NAPA	NAPA AUTO PARTS OF HARTFORD		05/06/2020	135827	16.44	

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Invoice</u>	<u>Amount</u>
101 4311 426		DRILL BIT BOX - HANISCH'S TRUCK			8.22
101 4311 426		DRILL BIT BOX - BROWN'S TRUCK			8.22
Vendor Total:					284.57
NEWCENT	NEW CENTURY PRESS, INC		04/15/2020	300340571	30.00
101 4142 423		SUMMER HELP AD			30.00
NEWCENT	NEW CENTURY PRESS, INC		04/17/2020	300341275	29.79
101 4142 423		4/14 CC SPEC MTG MINUTES			29.79
NEWCENT	NEW CENTURY PRESS, INC		04/17/2020	300341293	194.46
101 4142 423		4/7 CC MINUTES			194.46
NEWCENT	NEW CENTURY PRESS, INC		04/17/2020	300341295	8.28
101 4652 423		PZ PUB NOTICE - HBC COND USE APPLICATION			8.28
NEWCENT	NEW CENTURY PRESS, INC		04/17/2020	300341363	30.00
101 4142 423		SUMMER HELP AD			30.00
NEWCENT	NEW CENTURY PRESS, INC		04/24/2020	300342470	49.65
101 4142 423		ORD 685			49.65
NEWCENT	NEW CENTURY PRESS, INC		04/24/2020	300342471	36.41
101 4142 423		APRIL BILL REPORT			36.41
NEWCENT	NEW CENTURY PRESS, INC		05/01/2020	300343321	59.58
101 4652 423		4/28 PZ MINUTES			59.58
NEWCENT	NEW CENTURY PRESS, INC		05/01/2020	300343322	7.45
101 4652 423		PZ PUB NOT-JENSEN VAR			7.45
NEWCENT	NEW CENTURY PRESS, INC		05/01/2020	300343323	7.45
101 4652 423		PZ PUB NOT-DOBBS VAR			7.45
NEWCENT	NEW CENTURY PRESS, INC		05/01/2020	300343324	113.37
101 4142 423		4/21 CC MINUTES			113.37
NEWCENT	NEW CENTURY PRESS, INC		05/08/2020	300345781	27.31
101 4142 423		PUB NOTICE MALT BEV LICENSE RENEWALS			27.31
NEWCENT	NEW CENTURY PRESS, INC		05/08/2020	300345782	9.93
101 4142 423		APR PAYROLL REPORT			9.93
Vendor Total:					603.68
OLDDOM	OLD DOMINION BRUSH COMPANY		04/14/2020	6991359	1,012.52
101 4311 426		8 GUTTER BROOMS FOR STREET SWEEPER			1,012.52
Vendor Total:					1,012.52
QUAMBERG	QUAM, BERGLIN & POST, PC		04/18/2020	2019 ANNUAL RPT	3,300.00
101 4142 4221		2019 ANNUAL REPORT			3,300.00
Vendor Total:					3,300.00
RBS	RBS SANITATION, INC.		04/27/2020	04272020 STMT	1,197.00
101 4521 428		YARD WASTE DUMPSTERS			1,197.00
Vendor Total:					1,197.00

<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>	<u>Amount</u>
SANFORD	SANFORD HEALTH OCCUPATIONAL MEDICINE CLINIC	05/01/2020	540225	225.00
101 4142 415	NEW HIRE DRUG TESTING - E BRANDT			45.00
101 4142 415	NEW HIRE DRUG TESTING - G ANDERSON			45.00
101 4142 415	NEW HIRE DRUG TESTING - A BROWN			45.00
101 4142 415	NEW HIRE DRUG TESTING - W GRAVES			45.00
101 4142 415	RANDOM DRUG TESTING - B VOITH			45.00
Vendor Total:				225.00
SDDEP2	SD DEPARTMENT OF REVENUE - AUTO PMTS	05/12/2020	04/2020 SALES	96.04
101 4142 4540	SALES TAX DUE - APRIL			96.04
Vendor Total:				96.04
SFHUMA	SF AREA HUMANE SOCIETY	04/13/2020	4137	267.00
101 4412 422	ANIMAL CONTROL - MAR			267.00
Vendor Total:				267.00
SIDETERE	SIDEL, TERESA	04/30/2020	04302020 VOUCHER	60.00
101 4142 428	APRIL CELL PHONE REIMBURSEMENT			60.00
Vendor Total:				60.00
SIDEDIES	SIDELINE DIESEL REPAIR, LLC	04/20/2020	2162	215.00
101 4311 425	REPAIRS TO '94 DUMP TRUCK			215.00
Vendor Total:				215.00
SFNETWORKS	SIOUX FALLS NETWORKS	05/01/2020	10808	134.55
101 4142 422 2	IT MAINT SERVICE - MAY 2020			134.55
Vendor Total:				134.55
SIOUXV	SIOUX VALLEY ENERGY	04/29/2020	04292020 STATE	6,388.88
101 4521 428	ELEC-TURTLE CREEK RR			58.02
101 4521 428	ELEC-PARK SHELTERS			129.93
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
101 4311 428	ELEC-CROSSING LTS S OF HS			50.00
101 4311 428	ELEC-BILLBOARDS			274.14
101 4311 428	ELEC-STREET LIGHTS			4,434.88
101 4311 428	ELEC-CROSSING LTS N OF HS			50.00
101 4311 428	ELEC-WELCOME SIGN-HWY 38/WESTERN			83.90
101 4311 428	ELEC-WELCOME SIGN HWY 38			74.54

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Invoice</u>	<u>Amount</u>
101 4311 428		ELEC-NEW CROSSWALK SERVICE			50.00
101 4311 428		ELEC-WELCOME SIGN WESTERN/DIAMOND TRL			69.20
101 4511 428		ELEC-POOL			66.04
101 4192 428		ELEC-TAMMEN WEATHER SIREN			58.88
101 4192 428		ELEC-NEW CITY SHOP			229.17
101 4192 428		ELEC-OLD CITY SHOP			191.55
101 4192 428		ELEC-CITY HALL			242.05
101 4192 428		ELEC-STORAGE BLD BY MEM PARK			77.03
Vendor Total:					6,388.88
SIOUXVAL	SIOUX VALLEY ENERGY		04/24/2020	21351152	212.45
101 4311 426		TURTLE CREEK HIGHLANDS STREET LIGHTING			212.45
Vendor Total:					212.45
SOFTWA	SOFTWARE UNLIMITED, INC.		04/26/2020	04262020 STMT	4,400.00
101 4142 434 1		ANNUAL SOFTWARE MAINTENANCE			4,400.00
Vendor Total:					4,400.00
STANHO	STAN HOUSTON EQUIPMENT COMPANY, INC.		04/27/2020	01 872689	381.60
101 4311 426		STREET MARKING PAINT			381.60
STANHO	STAN HOUSTON EQUIPMENT COMPANY, INC.		04/27/2020	01 877815	78.95
101 4311 426		SAFETY GLASSES & VESTS			78.95
Vendor Total:					460.55
STOCKW	STOCKWELL ENGINEERS		04/24/2020	10627	8,662.50
101 4311 439		RUUD/OPAL INTERSECTION REPAIRS			8,662.50
STOCKW	STOCKWELL ENGINEERS		05/24/2020	10642	2,962.03
101 4652 422		PLAT & PLAN REVIEWS			1,689.00
101 4652 422		CC MTGS/REPORTS/MILEAGE			851.58
101 4652 422		ALLEY VACATION EXHIBIT			250.55
101 4652 422		SURVEY EQUIPMENT/COPIES FROM COURTHOUSE			170.90
Vendor Total:					11,624.53
TAMMENAUTO	TAMMEN AUTO & TIRE, INC.		04/22/2020	161957	16.19
101 4521 425		MOWER TIRE REPAIR			16.19
TAMMENAUTO	TAMMEN AUTO & TIRE, INC.		04/27/2020	162028	14.04
101 4521 425		MOWER TIRE REPAIR			14.04
Vendor Total:					30.23
TESSMAN	TESSMAN COMPANY, THE		04/27/2020	S310942-IN	3,454.00
101 4521 426		FERTILIZER FOR PARKS			3,454.00
Vendor Total:					3,454.00
USBANKLOAN	US BANK TRUST N.A.		04/21/2020	0078380NS 06/01/20	25,607.27

<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 4757 442		INTEREST PAYMENT - VANDEMARK AVE PROJECT			25,607.27	
						Vendor Total: 25,607.27
VALLEYCENT VALLEY CENTRAL COOP			05/11/2020	29678	580.50	
101 4521 426		WEED KILLER FOR PARKS			580.50	
						Vendor Total: 580.50
VERIZO	VERIZON WIRELESS		04/22/2020	9853098679	376.02	
101 4652 428		CELLS-BP & CODE ENF			52.90	
101 4521 428		CELL SERV-LANDFILL CAMERA			40.01	
101 4512 428		CELL-REC DIRECTOR			44.23	
101 4192 428		CELLS-PUBLIC WORKS			168.20	
101 4142 428		CELL-CHAMBER/EDD			44.23	
101 4211 428		CELL-MINN SHERIFF			26.45	
						Vendor Total: 376.02
VERNEIDE	VERN EIDE MOTOPLEX		04/10/2020	1106154	188.46	
101 4521 425		YAMAHA 4WHEELER BRAKE REPAIRS			188.46	
						Vendor Total: 188.46
VOTHBRYA	VOTH, BRYAN		04/30/2020	04302020 VOUCHER	18.06	
101 4652 427		APR MILEAGE REIMBURSEMENT			18.06	
						Vendor Total: 18.06
						Fund Total: 168,074.36
Checking	1	Fund: 505	MICKELSON ROAD PROJECT			
STOCKW	STOCKWELL ENGINEERS		04/24/2020	10586	3,186.83	
505 5501 422		MICKELSON ROAD CONSTRUCTION			3,186.83	
						Vendor Total: 3,186.83
						Fund Total: 3,186.83
Checking	1	Fund: 506	VANDEMARK STREET PROJECT			
THERAIN	RAINMAKERS, INC., THE		04/27/2020	1558	430.95	
506 5501 429		JUENEMANN SPRINKLER WORK			430.95	
THERAIN	RAINMAKERS, INC., THE		05/02/2020	1559	326.91	
506 5501 429		KUEHL SPRINKLER WORK			326.91	
						Vendor Total: 757.86
						Fund Total: 757.86
Checking	1	Fund: 602	WATER FUND			
BADMET	BADGER METER		04/29/2020	80051934	52.06	
602 4335 422		APR 2020 - FEE TO READ 117 METERS			52.06	
						Vendor Total: 52.06
CTYSOOFALL CITY OF SIOUX FALLS			05/04/2020	17587	43.50	
602 4335 422		CITY WATER TESTS (APR)			43.50	
						Vendor Total: 43.50

<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>	
HARTF9	HARTFORD BUILDING CENTER, INC.		04/30/2020	04302020 STMT	7.99	
602 4334 426		WATER DEPT - BATTERIES			7.99	
					Vendor Total:	7.99
METETECH	METERING & TECHNOLOGY SOLUTIONS		04/22/2020	16808	16,123.92	
602 4334 426		75 NEW METERS & 1 COMPOUND METER			16,123.92	
METETECH	METERING & TECHNOLOGY SOLUTIONS		04/22/2020	16811	1,952.71	
602 4334 426		2 NEW METERS			1,952.71	
METETECH	METERING & TECHNOLOGY SOLUTIONS		04/22/2020	16812	214.00	
602 4334 426		1 NEW METER			214.00	
					Vendor Total:	18,290.63
MINNEH	MINNEHAHA COMMUNITY WATER CORPORATION		05/05/2020	05052020 STATE	11,262.30	
602 4334 4261		BULK WATER PURCHASE			11,262.30	
					Vendor Total:	11,262.30
PETTY	PETTY CASH		05/12/2020	05122020 VOUCHER	153.33	
602 4335 4261		POSTAGE-APRIL W/S BILLS			153.33	
					Vendor Total:	153.33
RITEWAY	RITEWAY		04/30/2020	20-31279	331.17	
602 4335 4231		UTILITY BILLS			331.17	
					Vendor Total:	331.17
SIOUXV	SIOUX VALLEY ENERGY		04/29/2020	04292020 STATE	240.24	
602 4332 428		ELEC-N WATER TOWER/SIREN			240.24	
					Vendor Total:	240.24
					Fund Total:	30,381.22
Checking	1	Fund: 604 SEWER FUND				
AMERENGI	AMERICAN ENGINEERING TESTING, INC.		04/28/2020	401991	501.25	
604 6040 422		WATER ANALYSIS			501.25	
					Vendor Total:	501.25
BADMET	BADGER METER		04/29/2020	80051934	52.07	
604 6040 422		MAR 2020 - FEE TO READ 60 METERS			52.07	
					Vendor Total:	52.07
BALDWIN	BALDWIN SUPPLY COMPANY		04/16/2020	3567688	642.10	
604 6040 425		PARTS FOR SEWER PUMP REPAIRS			642.10	
					Vendor Total:	642.10
CTYHART	CITY OF HARTFORD		04/29/2020	04292020 STMT	34.58	
604 6040 428		W/S-SEWER PLANT			34.58	
					Vendor Total:	34.58

<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>	
FISHER	FISHER SCIENTIFIC		03/16/2020	5147343	395.95	
604 6040 426		SEWER DEPT - 1 CASE RUBBER GLOVES			395.95	
					Vendor Total:	395.95
HARTF9	HARTFORD BUILDING CENTER, INC.		04/30/2020	04302020	(85.22)	
604 6040 425		SEWER - ROOFING NAILS FOR BLOWER BLDG			7.98	
604 6040 425		RETURN EXTRA MATERIAL- BLOWER BLDG REPAIR			(97.37)	
604 6040 426		SEWER - ADDRESS NUMBERS FOR SEWER PLANT			4.17	
					Vendor Total:	(85.22)
MIDAME	MIDAMERICAN ENERGY COMPANY		04/29/2020	04292020	68.75	
604 6040 428		GAS-SEWER PLANT			68.75	
					Vendor Total:	68.75
PETTY	PETTY CASH		05/12/2020	05122020	153.33	
604 6040 4261		POSTAGE-APRIL W/S BILLS			153.33	
					Vendor Total:	153.33
RITEWAY	RITEWAY		04/30/2020	20-31279	331.17	
604 6040 4231		UTILITY BILLS			331.17	
					Vendor Total:	331.17
SIOUXV	SIOUX VALLEY ENERGY		04/29/2020	04292020	3,567.57	
604 6040 428		ELEC-MAIN LIFT STATION			1,533.96	
604 6040 428		ELEC-WASTE WATER LAGOONS			1,839.56	
604 6040 428		ELEC-SAGEHORN LIFT STATION			100.71	
604 6040 428		ELEC-MICKELSON/HWY 38 LIFT STATION			93.34	
					Vendor Total:	3,567.57
STOCKW	STOCKWELL ENGINEERS		04/24/2020	10602	6,697.00	
604 6040 439		INDUSTRIAL PARK SANITARY SEWER EXTENTION			6,697.00	
					Vendor Total:	6,697.00
TECHSALES	TECH SALES CO.		05/04/2020	324207	8,053.00	
604 6040 426		FLOW METER FOR SEWER PLANT			8,053.00	
					Vendor Total:	8,053.00
					Fund Total:	20,411.55
					Checking Account Total:	222,811.82

**Check Register by Type**  
 Prepaid Checks

<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>
43593	05/08/2020				STEFGR0U	STEFFES GROUP, INC.	57,070.00
Checking Account ID: 1					Void Total:	0.00	Total without Voids: 57,070.00
Check Type Total: Check					Void Total:	0.00	Total without Voids: 57,070.00
Payee Type Total: Vendor					Void Total:	0.00	Total without Voids: 57,070.00
Grand Total:					Void Total:	0.00	Total without Voids: 57,070.00

**Robert & Suzanne Hansen**  
**601 N Sagehorn Dr - P.O. Box 535**  
**Hartford, SD 57033**  
**Ph. 605-553-0885 cell (Suz)**  
**Ph. 605-553-7677 cell (Bob)**

To: Hartford City Council  
From: Robert Hansen  
Re: Dog and Cat License Ordinance

*(Amended: Ordinance No. 618, 9-16-2014)*

5.0310 Dog and Cat License Required. All dogs and cats kept, harbored, or maintained by their owners in the City shall be licensed and registered if over six (6) months of age. Dog and cat licenses shall be issued by the Finance Officer upon payment of an annual license fee of five dollars (\$5.00) for each neutered male or spayed female, and ten dollars (\$10.00) for each unneutered male or unspayed female. The license is good for one year from the date it is issued.

Before any license shall be issued under this Section, the applicant shall furnish a certificate of vaccination issued by a veterinarian licensed to practice within this State evidencing the vaccination of the animal for which the license is desired, and that the animal has been vaccinated against rabies and that such vaccination will be good for the license year.

I would recommend that the following change be made to the second paragraph.

Before any license shall be issued under this section, the applicant shall furnish certification of vaccination issued by a veterinarian licensed to practice within this State evidencing the vaccination of the animal for which the license is desired, and that the animal has been vaccinated against rabies and that such vaccination will be good for the license year.

## NOTICE OF PUBLIC HEARING

**NOTICE IS HEREBY GIVEN** that the Hartford City Council will hold a public hearing on May 19, 2020 at 7:05 p.m. to consider applications for the renewal of 2020/202 malt beverage licenses to operate within the City of Hartford, South Dakota. The following applications have been received by the governing body and are filed in the municipal finance office.

**Buffalo Ridge Brewing Project, LLC (Buffalo Ridge Brewery)** 102 N. Main Avenue. Legal: Lots 1, 2 & 3, Block 9, Hartford City Proper. ***Retail (On-Off Sale) Malt Beverage License Renewal***

**CC&F Retail, Inc. (Coffee Cup Fuel Stop #10)** 1001 S. Western Avenue. Legal: S 300' (EX H1) of Ruud Tract 1, NE¼ 28.102.51. ***Retail (On-Off Sale) Malt Beverage License Renewal***

**The Goat, LLC (The Goat)** 116 W. Highway 38, Suite A. Legal: Lot 1A, Block, North Community Addition. ***Retail (On-Off Sale) Malt Beverage License Renewal***

**Olson Oil Company (Get 'n Go #3)** 101 E 9<sup>th</sup> Street. Legal: Lots 19 & 20 (EX H-1), Block 2, Ginsbachs Addition. ***Retail (On-Off Sale) Malt Beverage License Renewal***

**Heart T Stop, Inc. (Heart T Stop)** 201 E. Highway 38. Legal: Tract 1 (EX H-1), Sunnyside Estates Addition. ***Retail (On-Off Sale) Malt Beverage License Renewal***

**Dolgen Midwest, LLC. (Dollar General #10943)** 203 E. Highway 38. Legal: Lots 5A of Lots 10, 11 & 12, Smith & Grover's Addition. ***Retail (On-Off Sale) Malt Beverage License Renewal***

**Hartford Inns, LLC (AmericInn)** 1031 Diamond Circle. Legal: Lot 1 of Lot 6A, Interstate Inns Third Addition. ***Retail On-Off Malt Beverage License Renewal***

**Stomping Grounds, Inc. (Stomping Grounds)** 700 N Vandemark Avenue Ste 110. Legal: Lot 1, Graffite Addition in Ranney's Tract 3 NE¼ 22.102.51. ***Retail (On-Off Sale) Malt Beverage License Renewal***

Any persons and their attorneys may appear at said scheduled hearing and present objections to any or all of the above applications.

Dated this 8<sup>th</sup> day of May, 2020  
Karen Wilber, Finance Officer

**AGREEMENT**  
**Between the City of Hartford, South**  
**Dakota and Hartford Area Chamber of**  
**Commerce**

COMES NOW, the City of Hartford, a municipal corporation, hereinafter "City" and the Hartford Area Chamber of Commerce, hereinafter "HACC".

WHEREAS, the City of Hartford is a municipality authorized and in existence pursuant to the Laws of the State of South Dakota; and

WHEREAS, the Hartford Area Chamber of Commerce is a South Dakota Non-profit organization established in compliance with the Laws of the State of South Dakota; and

WHEREAS, City has, in the past, contributed money to HACC to assist in carrying out the functions of the Chamber; and

WHEREAS, City and HACC acknowledge that the financial contributions to HACC by City are contingent upon compliance with the terms and condition of this Agreement; and

NOW THEREFORE, in consideration of the terms and conditions of this Agreement, and other good and valuable consideration, the legal sufficiency of which is agreed to by the parties hereto it is agreed by City and HACC as follows:

- 1) City of Hartford is a municipal corporation and in this Agreement is referred to as "City."
- 2) The Hartford Area Chamber of Commerce is a Non-profit organization and in this Agreement is referred to as "HACC".
- 3) The Chamber and Economic Development Director is referred to in this Agreement as "Director."
- 4) City and HACC agree that Director is an individual employed by City and that the Director is a City employee.
- 5) City and HACC agree that one of the job requirements of Director is to work in conjunction with HACC and the Hartford Area Development Corporation for the benefit of City, HACC, and the Hartford Area Development Corporation.
- 6) City and HACC acknowledge that the job description of Director is contained in the City of Hartford Position Description attached hereto as Exhibit A.
- 7) City and HACC agree that City is solely responsible for and solely in control of the job description of Director as detailed in the City of Hartford Position Description.
- 8) City and HACC agree that, notwithstanding paragraph 7) of this Agreement, no changes will be made to the terms and conditions of the City of Hartford Position Description without input from HACC.
- 9) HACC agrees that it will take any and all action requested by City to enact or amend their bylaws to require and provide that Director will be a non-voting member of the HACC Executive Board of Directors, and as such, Director will

- be entitled to participate as a speaker and member of the Board with all privileges and rights associated therewith other than as a voting member.
- 10) HACC agrees that it will not make any change to the Bylaws of HACC, as it relates to the Director position, unless the amendment or change has been given to City at least Eighteen (18) days prior to such amendment, and that the amendment or change will be made in strict compliance with the Bylaws.
  - 11) The Agreement is effective on the date of execution of the last party to sign this Agreement and terminates three years thereafter.
  - 12) City and HACC agree that at any time there is a decision made to hire a new Chamber and Economic Development Director that HACC will be allowed to participate in and provide input as to the person hired for the position.
  - 13) The parties acknowledge that City is entitled to determine, in its sole discretion, the candidate hired.
  - 14) City and HACC agree that on each occasion a new Director is hired that the parties will re-evaluate the terms and conditions of this Agreement.
  - 15) City and HACC acknowledge that the Director will be evaluated on an annual basis. City agrees that HACC Board of Directors may submit an annual written evaluation of Director and that a copy of that evaluation shall be given to Director.
  - 16) City and HACC agree that either party may terminate this Agreement with a Ninety day written Notice to the other party.
  - 17) The laws of the State of South Dakota shall govern all questions concerning the construction, validity, and interpretation of this agreement.
  - 18) Upon breach of any of the terms of this Agreement by either party, the non-breaching party shall be entitled to give notice of default to the breaching party. The notice of default shall indicate how the party has breached the Agreement and shall indicate what action the defaulting party shall take to cure such breach. The defaulting party shall have thirty days to take substantial action to cure such breach.  
If the defaulting party does not within the time for cure provided in the notice of default, take substantial action to cure such breach, the defaulting party shall at the written direction of the non-defaulting party perform such action as requested by the non-defaulting party and the non-defaulting party upon failure of that party to perform shall thereupon have full power and authority to pursue all remedies authorized by law.
  - 19) **Waiver:** Failure of any party to insist upon the strictest performance of any covenant or condition contained herein or to exercise any right or option conferred herein in one or more instances shall not be construed as a waiver or relinquishment for the future of any such covenant, condition, right or option, but the same shall remain in full force and effect. The doing by any party of any act or thing which it is not obligated to do hereunder shall not be deemed to impose upon it any obligation to do any such act or thing in the future or in any way change or alter any provision of this Agreement.
  - 20) **Partial Invalidity:** In the event any covenant, condition, term or provision contained herein shall be held to be invalid, illegal or unenforceable in any respect, in whole or in part, by a judgment, order or decree of any court or other tribunal of competent jurisdiction, the validity of the remaining covenants, conditions, terms and provisions contained herein, and the validity of the remaining part of any term or provision held to be partially invalid, illegal or unenforceable shall in no

way be affected, prejudiced or disturbed thereby.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

CITY OF HARTFORD  
COMMERCE

HARTFORD AREA CHAMBER OF

\_\_\_\_\_  
By:  
Its:

\_\_\_\_\_  
By:  
Its:

\_\_\_\_\_  
Attest

STATE OF SOUTH DAKOTA)

:SS

COUNTY OF MINNEHAHA)

One this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, before me, the undersigned officer, personally appeared \_\_\_\_\_ and \_\_\_\_\_, Mayor and Finance Officer of the City of Hartford, know to me or satisfactorily proven to be the persons described in the foregoing instrument and acknowledged that they executed the same in the capacity therein stated and for the purposed therein contained.

In witness whereof I hereunto set my hand and official seal.

\_\_\_\_\_  
Notary Public, South Dakota

My commission expires \_\_\_\_\_

STATE OF SOUTH DAKOTA)  
:SS  
COUNTY OF MINNEHAHA)

One this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, the undersigned officer, personally appeared \_\_\_\_\_, who acknowledged himself/herself to be the \_\_\_\_\_ of the Hartford Area Chamber of Commerce, a non-profit organization, and that (s)he, as such officer, being authorized to do so, executed the foregoing instrument for the purposed therein contained, by signing the name of the corporation by himself/herself as such officer.

In witness whereof I hereunto set my hand and official seal.

\_\_\_\_\_  
Notary Public, South Dakota  
My commission expires \_\_\_\_\_

<b>CITY OF HARTFORD POSITION DESCRIPTION</b>			
<b>Chamber &amp; Economic Development Director</b>			
<b>DEPARTMENT</b> City Hall	<b>DIVISION</b> Office of Economic Development	<b>SUPERVISOR</b> City Administrator	<b>CLASSIFICATION</b> Full Time

**DEFINITION:**

The Hartford Chamber and Economic Development Director’s (CEDD) goal is to grow the City tax base by recruiting new businesses, attracting more residents, and working with existing businesses on retention and expansion. The CEDD will also serve as the executive director for both the Hartford Area Development Foundation (HADF) and Hartford Area Chamber of Commerce (HACC) and work towards their respective missions.

**JOB LOCATION:**

This position will be located in City Hall.

**ESSENTIAL FUNCTIONS OF THE JOB:**

- Attend HADF, Chamber and City Council meetings on a regular basis. Attend other meetings as assigned by the City Administrator, Mayor, or City Council. Attend business, commercial, or economic development related workshops, seminars, conferences, or meetings to keep abreast of new sources of information. Be an advocate for the City of Hartford and to educate decision makers about key issues impacting community development, economic development, and pro-business efforts.
- Serve as the Director for the Hartford Area Development Foundation, a 501 C 3 charitable non-profit whose mission is to expand economic opportunities in the Hartford area by attracting new business and residents to further enhance the quality of life.
- Serve as the Director for the Hartford Area Chamber of Commerce, a 501 C 6 membership group that is organized to build a stronger community by accelerating members’ success through creating connections; collaborating resources, services, and information to build networks; and business promotion.
- Manage the Envision 2024 Capital Campaign by communicating regularly with the investor community regarding plans, programs, results and their return on investment.
- The Hartford Area Chamber of Commerce Director plans, organizes and oversees a range of services and events for members. Assists in coordinating and ensuring chamber member benefits are fulfilled. Organizes and participates in all Board meetings. Assists with Chamber budgeting process and oversees financial matters. Maintains good relationships with current chamber members and promotes the chamber to new businesses. Acts as a committee advisor and assists in carrying out committee responsibilities.
- Acts in the best interest of the City of Hartford, Hartford Area Development Foundation and Hartford Area Chamber of Commerce.
- Respond to Requests for Information (RFI) from the Governor’s Office of Economic Development (GOED), the Minnehaha County Economic Development Association (MCEDA), or directly from businesses. The Director will work closely with City Staff, utility providers, and the City Engineer to identify sites and submit accurate data.

- Maintain a list of grants and work with community organizations towards securing grant monies for City approved projects.
- Work with local and state bodies in projects that will have an impact on local business and economic development.
- Work with City Staff to manage social media accounts and help direct public relations for the City.
- Provide a monthly report to the City Council summarizing past, current, and future events/projects/economic development activities.
- Confidentiality shall be maintained by the CEDD. Many projects will require the CEDD to keep information confidential which will be an important aspect of the job.
- Duties as assigned by the City Administrator, Mayor, City Council, HADF, or Chamber.

**REQUIRED KNOWLEDGE AND ABILITIES**

- Knowledge of theory, principals, and practices of economic and community development.
- Knowledge of business development including business planning, finance, marketing and general business management.
- Knowledge of state, federal, and regional grant and loan programs pertaining to community and economic development.
- A sound understanding of local economic development, workforce development, business retention and expansion, investment attraction, and marketing principles and best practices.
- Ability to establish and maintain effective working relationships with local business leaders, associations officials, federal, state, local and regional development officials and Chamber offices, City Staff, Mayor, City Council, Boards, various committees, and the general public.
- Excellent time-management and multi-tasking skills required.
- Positive and cooperative attitude.
- Good communication skills.

**MINIMUM QUALIFICATIONS:**

The idea candidate should possess a Bachelor’s Degree or more in public or business administration, marketing, economics, or related fields. Previous relevant experience in economic development is preferred. Any equivalent combination of education and/or experience may be accepted. Basic web maintenance, social media management, and writing experience is preferred. A valid driver’s license and the ability to lift 40 pounds are required.

**COMPENSATION:**

Compensation for this position will be set by the Hartford 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 applications to discuss reasonable accommodation requirements.

**DATE:** \_\_\_\_\_

**EMPLOYEE:** \_\_\_\_\_

**APPROVED:** \_\_\_\_\_

## AGREEMENT

### Between the City of Hartford, South Dakota and Hartford Area Development Corporation

COMES NOW, the City of Hartford, a municipal corporation, hereinafter "City" and the Hartford Area Chamber of Commerce, hereinafter "HADC".

WHEREAS, the City of Hartford is a municipality authorized and in existence pursuant to the Laws of the State of South Dakota; and

WHEREAS, the Hartford Area Development Corporation is a South Dakota Non-profit organization established in compliance with the Laws of the State of South Dakota; and

WHEREAS, City has, in the past, contributed money to HADC to assist in carrying out the functions of the Development Corporation; and

WHEREAS, City and HADC acknowledge that the financial contributions to HADC by City are contingent upon compliance with the terms and condition of this Agreement; and

NOW THEREFORE, in consideration of the terms and conditions of this Agreement, and other good and valuable consideration, the legal sufficiency of which is agreed to by the parties hereto it is agreed by City and HADC as follows:

- 1) City of Hartford is a municipal corporation and in this Agreement is referred to as "City."
- 2) The Hartford Area Development Corporation is a Non-profit organization and in this Agreement is referred to as "HADC".
- 3) The Chamber and Economic Development Director is referred to in this Agreement as "Director."
- 4) City and HADC agree that Director is an individual employed by City and that the Director is a City employee.
- 5) City and HADC agree that one of the job requirements of Director is to work in conjunction with HADC and the Hartford Area Development Corporation for the benefit of City, HADC, and the Hartford Area Chamber of Commerce.
- 6) City and HADC acknowledge that the job description of Director is contained in the City of Hartford Position Description attached hereto as Exhibit A.
- 7) City and HADC agree that City is solely responsible for and solely in control of the job description of Director as detailed in the City of Hartford Position Description.
- 8) City and HADC agree that, notwithstanding paragraph 7) of this Agreement, no changes will be made to the terms and conditions of the City of Hartford Position Description without input from HADC.
- 9) HADC agrees that it will take any and all action requested by City to enact or amend their bylaws to require and provide that Director will be a non-voting

member of the HADC Executive Board of Directors, and as such, Director will be entitled to participate as a speaker and member of the Board with all privileges and rights associated therewith other than as a voting member.

- 10) HADC agrees that it will not make any change to the Bylaws of HADC, as it relates to the Director position, unless the amendment or change has been given to City at least Eighteen (18) days prior to such amendment, and that the amendment or change will be made in strict compliance with the Bylaws.
- 11) The Agreement is effective on the date of execution of the last party to sign this Agreement and terminates three years thereafter.
- 12) City and HADC agree that at any time there is a decision made to hire a new Chamber and Economic Development Director that HADC will be allowed to participate in and provide input as to the person hired for the position.
- 13) The parties acknowledge that City is entitled to determine, in its sole discretion, the candidate hired.
- 14) City and HADC agree that on each occasion a new Director is hired that the parties will re-evaluate the terms and conditions of this Agreement.
- 15) City and HADC acknowledge that the Director will be evaluated on an annual basis. City agrees that HADC Board of Directors may submit an annual written evaluation of Director and that a copy of that evaluation shall be given to Director.
- 16) City and HADC agree that either party may terminate this Agreement with a Ninety day written Notice to the other party.
- 17) The laws of the State of South Dakota shall govern all questions concerning the construction, validity, and interpretation of this agreement.
- 18) Upon breach of any of the terms of this Agreement by either party, the non-breaching party shall be entitled to give notice of default to the breaching party. The notice of default shall indicate how the party has breached the Agreement and shall indicate what action the defaulting party shall take to cure such breach. The defaulting party shall have thirty days to take substantial action to cure such breach.  
If the defaulting party does not within the time for cure provided in the notice of default, take substantial action to cure such breach, the defaulting party shall at the written direction of the non-defaulting party perform such action as requested by the non-defaulting party and the non-defaulting party upon failure of that party to perform shall thereupon have full power and authority to pursue all remedies authorized by law.
- 19) **Waiver:** Failure of any party to insist upon the strictest performance of any covenant or condition contained herein or to exercise any right or option conferred herein in one or more instances shall not be construed as a waiver or relinquishment for the future of any such covenant, condition, right or option, but the same shall remain in full force and effect. The doing by any party of any act or thing which it is not obligated to do hereunder shall not be deemed to impose upon it any obligation to do any such act or thing in the future or in any way change or alter any provision of this Agreement.
- 20) **Partial Invalidity:** In the event any covenant, condition, term or provision contained herein shall be held to be invalid, illegal or unenforceable in any respect, in whole or in part, by a judgment, order or decree of any court or other tribunal of competent jurisdiction, the validity of the remaining covenants, conditions, terms and provisions contained herein, and the validity of the remaining part of any

term or provision held to be partially invalid, illegal or unenforceable shall in no way be affected, prejudiced or disturbed thereby.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

CITY OF HARTFORD

HARTFORD AREA DEVELOPMENT CORP

By:  
Its:

By:  
Its:

Attest

STATE OF SOUTH DAKOTA)

:SS

COUNTY OF MINNEHAHA)

One this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, the undersigned officer, personally appeared \_\_\_\_\_ and \_\_\_\_\_, Mayor and Finance Officer of the City of Hartford, know to me or satisfactorily proven to be the persons described in the foregoing instrument and acknowledged that they executed the same in the capacity therein stated and for the purposed therein contained.

In witness whereof I hereunto set my hand and official seal.

\_\_\_\_\_  
Notary Public, South Dakota

My commission expires \_\_\_\_\_

STATE OF SOUTH DAKOTA)

:SS

COUNTY OF MINNEHAHA)

One this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, the undersigned officer, personally appeared \_\_\_\_\_, who acknowledged himself/herself to be the \_\_\_\_\_ of the Hartford Area Development Corporation, a non-profit organization, and that (s)he, as such officer, being authorized to do so, executed the foregoing instrument for the purposed therein contained, by signing the name of the corporation by himself/herself as such officer.

In witness whereof I hereunto set my hand and official seal.

\_\_\_\_\_  
Notary Public, South Dakota

My commission expires \_\_\_\_\_

<b>CITY OF HARTFORD POSITION DESCRIPTION</b>			
<b>Chamber &amp; Economic Development Director</b>			
<b>DEPARTMENT</b> City Hall	<b>DIVISION</b> Office of Economic Development	<b>SUPERVISOR</b> City Administrator	<b>CLASSIFICATION</b> Full Time

**DEFINITION:**

The Hartford Chamber and Economic Development Director’s (CEDD) goal is to grow the City tax base by recruiting new businesses, attracting more residents, and working with existing businesses on retention and expansion. The CEDD will also serve as the executive director for both the Hartford Area Development Foundation (HADF) and Hartford Area Chamber of Commerce (HACC) and work towards their respective missions.

**JOB LOCATION:**

This position will be located in City Hall.

**ESSENTIAL FUNCTIONS OF THE JOB:**

- Attend HADF, Chamber and City Council meetings on a regular basis. Attend other meetings as assigned by the City Administrator, Mayor, or City Council. Attend business, commercial, or economic development related workshops, seminars, conferences, or meetings to keep abreast of new sources of information. Be an advocate for the City of Hartford and to educate decision makers about key issues impacting community development, economic development, and pro-business efforts.
- Serve as the Director for the Hartford Area Development Foundation, a 501 C 3 charitable non-profit whose mission is to expand economic opportunities in the Hartford area by attracting new business and residents to further enhance the quality of life.
- Serve as the Director for the Hartford Area Chamber of Commerce, a 501 C 6 membership group that is organized to build a stronger community by accelerating members’ success through creating connections; collaborating resources, services, and information to build networks; and business promotion.
- Manage the Envision 2024 Capital Campaign by communicating regularly with the investor community regarding plans, programs, results and their return on investment.
- The Hartford Area Chamber of Commerce Director plans, organizes and oversees a range of services and events for members. Assists in coordinating and ensuring chamber member benefits are fulfilled. Organizes and participates in all Board meetings. Assists with Chamber budgeting process and oversees financial matters. Maintains good relationships with current chamber members and promotes the chamber to new businesses. Acts as a committee advisor and assists in carrying out committee responsibilities.
- Acts in the best interest of the City of Hartford, Hartford Area Development Foundation and Hartford Area Chamber of Commerce.
- Respond to Requests for Information (RFI) from the Governor’s Office of Economic Development (GOED), the Minnehaha County Economic Development Association (MCEDA), or directly from businesses. The Director will work closely with City Staff, utility providers, and the City Engineer to identify sites and submit accurate data.

- Maintain a list of grants and work with community organizations towards securing grant monies for City approved projects.
- Work with local and state bodies in projects that will have an impact on local business and economic development.
- Work with City Staff to manage social media accounts and help direct public relations for the City.
- Provide a monthly report to the City Council summarizing past, current, and future events/projects/economic development activities.
- Confidentiality shall be maintained by the CEDD. Many projects will require the CEDD to keep information confidential which will be an important aspect of the job.
- Duties as assigned by the City Administrator, Mayor, City Council, HADF, or Chamber.

**REQUIRED KNOWLEDGE AND ABILITIES**

- Knowledge of theory, principals, and practices of economic and community development.
- Knowledge of business development including business planning, finance, marketing and general business management.
- Knowledge of state, federal, and regional grant and loan programs pertaining to community and economic development.
- A sound understanding of local economic development, workforce development, business retention and expansion, investment attraction, and marketing principles and best practices.
- Ability to establish and maintain effective working relationships with local business leaders, associations officials, federal, state, local and regional development officials and Chamber offices, City Staff, Mayor, City Council, Boards, various committees, and the general public.
- Excellent time-management and multi-tasking skills required.
- Positive and cooperative attitude.
- Good communication skills.

**MINIMUM QUALIFICATIONS:**

The idea candidate should possess a Bachelor’s Degree or more in public or business administration, marketing, economics, or related fields. Previous relevant experience in economic development is preferred. Any equivalent combination of education and/or experience may be accepted. Basic web maintenance, social media management, and writing experience is preferred. A valid driver’s license and the ability to lift 40 pounds are required.

**COMPENSATION:**

Compensation for this position will be set by the Hartford 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 applications to discuss reasonable accommodation requirements.

**DATE:** \_\_\_\_\_

**EMPLOYEE:** \_\_\_\_\_

**APPROVED:** \_\_\_\_\_



The first week on the job was a whirlwind of activity and information. I have dived right in and have been working hard to bring myself up to speed on the projects currently under way and in development; and network with the city officials and local business leaders. You can see a press release about the new position on the city and chamber websites, and on social media as well.

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

- Attended first chamber board meeting. Have been working with Governance committee on new policies and procedures manual. Met with Gabby Hoing to set priorities and receive introduction on chamber activities and projects. Setting up meetings with various committees to oversee Budget setting.

### **Hartford Area Development Corporation**

- Had introductory meeting with the HADF and spoke with members about potential projects and areas of interest.

### **Regional**

- Spoke with representatives from Dakota Resources and began networking with regional counterparts and GOED representatives.



## 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. Zacharias Construction was awarded the construction contract. The project is scheduled to be complete during the 2020 construction season.

**Update** | Contracts are in place. Stockwell staff is coordinating with the Contractor to schedule a pre-construction meeting. Work is tentatively schedule to begin mid June.

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## 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** | Construction documents are complete and ready to bid. Stockwell staff continue to coordinate with landowners as needed to procure easements. One easement remains on the project. Drafts of easement documents were received from the landowner and are under review. City staff is investigating additional funding sources for the project. Stockwell will assist City staff in preparing applications.

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## Ruud and Opal Lane Intersection Improvements

The scope of this project is to improve surfacing at the Ruud and Opal intersection. Work will generally include removing the asphalt, repairing underground storm sewer infrastructure, and restoring it to grade. Construction is scheduled for the 2020 construction season.

**Update** | Construction documents are finalized and out for bid. Bids will be open and read on May 27<sup>th</sup>. A recommendation to award the project will be presented to the Council at the first meeting in June.

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## 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.

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## 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 staff is preparing a preliminary design contract to begin survey, wetland delineation, soil borings, preliminary design and funding assistance for the project. A proposal will be presented to the council at the first meeting in June for consideration.

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## Mickelson Road Improvements

The Mickelson Road project includes reconstructing the roadway and utilities from Patrick Avenue to Hwy 38. The project also includes roughly 440-ft of improvements along 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** | The LOMR application is nearing completion. Stockwell staff is coordinating with City staff to finalize. The application will be submitted in the coming weeks.

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## 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: WWTF Discharge Permit Assistance ▪ Turtle Creek Development Inspections ▪ Ace Hardware Site Plan Review ▪ Knapp's Landing Plat Review ▪ LRTP Assistance

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## Maintenance Report – 5/19/2020

May 15, 2020

### Streets

**Slurry seal** – Nothing new until we have a precon meeting.

**Mag water** – We are looking at mag watering at the end of May or the first part of June, depending on what works for the contractor and also when we have our blade back.

**Roads** – The gravel roads are holding up pretty good. We have some alley work to do, which we are hoping to work on next week.

**Equipment**- All of the equipment except the maintainer is running well.

**Maintainer** – I put the work order in for the maintainer this week. The motor just arrived today at RDO. Hopefully in a few weeks it will be done.

**Dump truck** – We purchased two dump truck from the auction last week. They are both county trucks from Minnesota. They are 2007 Sterlings with plows and sanders. One was \$26,500.00, the other was \$28,500.00. I'm looking into the best way to get them to Hartford. With the purchase of these trucks and getting the maintainer fixed we should be below the \$90,000.00 we had in budget for just one truck.

**I-90** – The last e-mail we received from Steve Gramm with SDDOT stated everything is moving along.

**Hwy 38** – No updates on this.

**Signage** – We had a complaint on trucks running down South Main Ave. We have installed “No Thru Trucks” signs along this area. I also visited with Deputy Phil and with the Elevator.

**Downtown lights** – We had a zoom meeting this morning to discuss the downtown lights. Jessica has been in touch with the company and they are looking into the issues.

**Mosquito fogger** – The new fogger has arrived. We will have the Rep for the company come out in a few weeks and go over it and have it calibrated.

**Street sweeping** – Jesse had the street sweeper out today. Last week he showed Alan how to run it, so Alan had it out solo the other day. We will continue sweeping throughout the summer.

**Speed trailer** – The speed trailer is out.

**Drainage areas** – We are planning on spraying the drainage areas next week if the wind will allow us.

**Boulevard trees** – Mike has planted all of the boulevard trees along with the trees in the park. We also planted the third-grade tree and videotaped it for them.

## **Water**

**Meters** – We are installing water meters as we can. We are working on public buildings and businesses at this time. We are also trying to get into homes that are for sale and empty.

**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 DMR as soon as we get our results from this last discharge.

**Lagoons** – We took samples in the other week, and plan on taking more in next week. At this time the ammonia is too high.

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

## **Park**

**Parks** – Terry has been hand spraying throughout the parks. Neil and Alan have the park building about done. The boarder and dirt work around the playground equipment are completed. The wood chips have been picked up and getting spread out. The bathrooms are open.

**Turtle Creek** – June Hansen with South Dakota Board on Geographic Names sent an e-mail this morning on some updates for the naming of the unnamed tributary. SB 62 has cleared the House floor and is on its way to the Governor's desk to be signed. If signed it will go into effect July 1<sup>st</sup> 2020. With any luck the tributary will be named Turtle Creek this coming fall. All in all, it looks very promising.

**Bike Trail** – I'm working with Troy to get some signs ordered. They want signs made up with Mike Fitzmaurice's citation on them. Lyle signs is working on them, they are planning on having full staff next week.

**Sports complex** – We received three quotes for the ADA parking and sidewalk to the fields. Two of the quotes are within few dollars of each other. But they are over what we had for budget. To put three ADA spots and the sidewalk the way we have planned, we would need an additional \$2,500.00 to \$3,000.00. If this is "OK" I would recommend having the committee see who can get the work done ASAP and go with that contractor.

**Classes** – I'm signed up to take some online training next for an advanced wastewater treatment class. I plan on testing in the near future for my wastewater class 3 certification. We will need a class 3 operator for a new facility.

# FINANCE OFFICER REPORT

May 19, 2020

**Cash Report and Sales Tax Revenue:** Following is a comparison of the 2019 and 2020 Cash Reports as well as the year to date Sales Tax Revenue as of April 30<sup>th</sup>

	<u>April 30, 2019</u>	<u>April 30, 2020</u>	<u>Difference</u>
Total Cash	\$3,465,212.38	\$3,189,513.82	-\$275,698.56
General Fund	\$1,662,647.03	\$ 943,336.40	-\$719,310.63
1 <sup>st</sup> Penny	\$ 131,400.85	\$ 154,496.10	\$ 23,095.25
2 <sup>nd</sup> Penny	\$ 131,400.85	\$ 154,496.07	\$ 23,095.22
3 <sup>rd</sup> Penny	\$ 18,078.70	\$ 21,443.50	\$ 3,364.80

**Committee Funds:** Attached are the committee reports as of April 30, 2020

Bike/Rec Trail Committee	\$ 49,067.10
Sports Complex Committee	\$224,128.77
Downtown Committee	\$ 20,588.42

**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:

Baldwin Supply Company	642.10	Sewer Pump Repairs
Colton Redi-Mix, Inc.	210.50	Concrete for Small Building in Park
Crouch Recreation, Inc.	1,700.00	Playground Border
The Family Farm	7,185.00	Blvd, Park & Arbor Day Trees/Planting
Gillespie Outdoor Power Equipment	14,321.98	New Mower less trade of old Mower
Hartford Area Fire & Rescue, Inc.	80,000.00	Annual Fire Protection Service Agreement
Metering & Technology Solutions	18,290.63	79 New Meters
Old Dominion Brush Company	1,012.52	Brooms for Street Sweeper
Quam, Berglin & Post, PC	3,300.00	2019 Annual Report
The Rainmakers, Inc.	757.86	Sprinkler Repairs-2 Homeowners on Vandemark
Software Unlimited, Inc.	4,400.00	Annual Accounting Software Maintenance
Tech Sales Co.	8,053.00	Flow Meter for Sewer Plant
The Tessman Company	3,454.00	Fertilizer for Parks
US Bank	25,607.27	Loan Interest – Vandemark Ave Street Project
<b>Pre-Paid Bills</b>		
Steffes Group, Inc.	57,070.00	Purchase Equipment on Auction (per cc 4/21/20)

**Malt Beverage License Renewals:** The malt beverage license renewals will come before you at the meeting. These licenses will run 7/1/20 thru 6/30/21. There are no changes from last year.

**Audit:** The Audit started this week and has went well. They are conducting it remotely due to the pandemic. I have been able to email them most of the information they need except for one box of documents they picked up on Monday. It should be wrapped up by the end of the week.

**Calendar of Events:**

**Note: Due to COVID-19 some of these meetings may have changed.**

**May 2020:**

Monday, 18 <sup>th</sup>	Jamboree Committee Meeting @ Deer Hollow Apts Community Rm, 6pm
Tuesday, 19 <sup>th</sup>	City Council Meeting @ City Hall, 7pm
Thursday, 21 <sup>st</sup>	Coffee with the Cops @ Stomping Grounds, 7am
Friday, 22 <sup>nd</sup>	HADF Meeting @ Stomping Grounds, 7:30am
Monday, 25 <sup>th</sup>	Memorial Day Holiday – City Hall Closed

Tuesday, 26 <sup>th</sup>	Planning & Zoning Meeting @ City Hall, 7pm
Friday, 29 <sup>th</sup>	HADF Meeting @ Stomping Grounds, 7:30am
<b><u>June 2020:</u></b>	
Monday, 1 <sup>st</sup>	Jamboree Committee Meeting @ Deer Hollow Apts Community Rm, 6pm
Tuesday, 2 <sup>nd</sup>	City Council Meeting @ City Hall, 7pm
Friday, 5 <sup>th</sup>	HADF Meeting @ Reliabank, 7:30am
Monday, 8 <sup>th</sup>	Chamber Meeting @ Fire Station, 6:30pm
Tuesday, 9 <sup>th</sup>	Planning & Zoning Meeting @ City Hall, 7pm
Friday, 12 <sup>th</sup>	HADF Meeting @ Stomping Grounds, 7:30am
Sunday, 14 <sup>th</sup>	HASR Meeting @ Blue 42, 7pm
Tuesday, 16 <sup>th</sup>	City Council Meeting @ City Hall, 7pm
Thursday, 18 <sup>th</sup>	Coffee with the Cops @ Stomping Grounds, 7am
Friday, 19 <sup>th</sup>	HADF Meeting @ Stomping Grounds, 7:30am
Tuesday, 23 <sup>rd</sup>	City Election @ City Hall, 7am-7pm
Friday, 26 <sup>th</sup>	HADF Meeting @ Stomping Grounds, 7:30am
Tuesday, 30 <sup>th</sup>	Planning & Zoning Meeting @ City Hall, 7pm

Prepared by: Karen Wilber

**CITY OF HARTFORD**  
**FINANCIAL STATEMENTS**  
**DECEMBER 31, 2019**

**QUAM, BERGLIN & POST, P.C.**

CERTIFIED PUBLIC ACCOUNTANTS

**CITY OF HARTFORD  
BALANCE SHEET  
GOVERNMENTAL FUNDS  
DECEMBER 31, 2019**

	<u>Major Funds</u>	<u>Nonmajor</u>	<u>Total</u>
	<u>General Fund</u>	<u>Other Governmental Funds</u>	
<b>ASSETS:</b>			
Cash and Cash Equivalents	\$ 1,649,647.11	\$ 215,080.33	\$ 1,864,727.44
Taxes Receivable - Delinquent	18,257.95		18,257.95
Accounts Receivable, Net	22,056.88		22,056.88
Special Assessments Receivable - Delinquent		4,456.58	4,456.58
Due From Other Funds	49,018.96		49,018.96
Due From Government	77,183.25	5,275.77	82,459.02
Inventory	47,674.07		47,674.07
Prepaid Expenses	24,923.00		24,923.00
<b>TOTAL ASSETS</b>	<u>\$ 1,888,761.22</u>	<u>\$ 224,812.68</u>	<u>\$ 2,113,573.90</u>
<b>LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES:</b>			
Liabilities:			
Accounts Payable	\$ 83,814.73	\$ 93,041.48	\$ 176,856.21
Contracts Payable	23,736.19	244,463.14	268,199.33
Accrued Wages Payable	1,439.38		1,439.38
Due to Other Funds		49,018.96	49,018.96
Unearned Revenue	33,342.07		33,342.07
<b>Total Liabilities</b>	<u>142,332.37</u>	<u>386,523.58</u>	<u>528,855.95</u>
Deferred Inflows of Resources:			
Unavailable Revenue - Property Taxes	18,257.95		18,257.95
Unavailable Revenue - Special Assessments		4,456.58	4,456.58
<b>Total Deferred Inflows of Resources</b>	<u>18,257.95</u>	<u>4,456.58</u>	<u>22,714.53</u>
Fund Balances:			
Nonspendable	72,597.07		72,597.07
Restricted	59,590.29	219,677.24	279,267.53
Unassigned	1,595,983.54	(385,844.72)	1,210,138.82
<b>Total Fund Balances</b>	<u>1,728,170.90</u>	<u>(166,167.48)</u>	<u>1,562,003.42</u>
<b>TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES</b>	<u>\$ 1,888,761.22</u>	<u>\$ 224,812.68</u>	<u>\$ 2,113,573.90</u>

No assurance is provided

**CITY OF HARTFORD**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES**  
**GOVERNMENTAL FUNDS**  
**DECEMBER 31, 2019**

	<u>Major Funds</u>	<u>Nonmajor</u>	<u>Total</u> <u>Governmental</u> <u>Funds</u>
	<u>General</u> <u>Fund</u>	<u>Other</u> <u>Governmental</u> <u>Funds</u>	
<b><u>Revenues:</u></b>			
<b>Taxes:</b>			
General Property Taxes	\$ 1,242,199.80	\$	\$ 1,242,199.80
General Sales and Use Taxes	944,750.80	68,154.75	1,012,905.55
Business Sales Tax Revenue	71,068.37		71,068.37
Licenses and Permits	80,205.02		80,205.02
<b>Intergovernmental Revenue:</b>			
Federal Grants	30,561.88		30,561.88
State Grants	3,200.00		3,200.00
<b>State Shared Revenue:</b>			
Bank Franchise Tax	34,484.60		34,484.60
Prorate License Fees	2,017.93		2,017.93
Liquor Tax Reversion	16,514.33		16,514.33
Motor Vehicle Licenses (5%)	20,894.13		20,894.13
<b>County Shared Revenue:</b>			
County Highway and Bridge Tax	24,302.63		24,302.63
County Wheel Tax	3,850.60		3,850.60
<b>Charge for Services</b>			
Other	30,080.66		30,080.66
<b>Fines and Forfeits:</b>			
Court Fines and Costs	7,227.08		7,227.08
<b>Miscellaneous Revenue:</b>			
Sports Complex Revenue		51,120.00	51,120.00
Investment Earnings	3,112.08	275.68	3,387.76
Special Assessments		2.48	2.48
Contributions and Donations	2,207.89		2,207.89
Other	16,256.45		16,256.45
<b>Total Revenue</b>	<b>2,532,934.25</b>	<b>119,552.91</b>	<b>2,652,487.16</b>
 <b><u>Expenditures:</u></b>			
<b>General Government:</b>			
Legislative	24,894.08		24,894.08
Executive	5,176.48		5,176.48
Elections	29.40		29.40
Financial Administration	410,045.93		410,045.93
Other	58,673.70		58,673.70
<b>Total General Government</b>	<b>498,819.59</b>		<b>498,819.59</b>
 <b>Public Safety:</b>			
Police	271,721.73		271,721.73
Fire	175,000.00		175,000.00
<b>Total Public Safety</b>	<b>446,721.73</b>		<b>446,721.73</b>

**CITY OF HARTFORD**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES**  
**GOVERNMENTAL FUNDS**  
**DECEMBER 31, 2019**

	<u>Major Funds</u>	<u>Nonmajor</u>	<u>Total</u> <u>Governmental</u> <u>Funds</u>
	<u>General</u> <u>Fund</u>	<u>Other</u> <u>Governmental</u> <u>Funds</u>	
Public Works:			
Highways and Streets	469,097.32	2,448,444.83	2,917,542.15
Distribution		362,382.68	362,382.68
Sewer		290,632.36	290,632.36
Capital Projects		325,755.14	325,755.14
Transit	7,759.20		7,759.20
<b>Total Public Works</b>	<u>476,856.52</u>	<u>3,427,215.01</u>	<u>3,904,071.53</u>
Culture and Recreation:			
Recreation	186,209.89	22,794.52	209,004.41
Parks	289,021.86		289,021.86
Libraries	3,600.00		3,600.00
<b>Total Culture and Recreation</b>	<u>478,831.75</u>	<u>22,794.52</u>	<u>501,626.27</u>
Conservation and Development:			
Economic Development and Assistance	178,057.86		178,057.86
Jamboree		25,000.00	25,000.00
HADC		45,590.00	45,590.00
Chamber		26,900.00	26,900.00
<b>Total Conservation and Development</b>	<u>178,057.86</u>	<u>97,490.00</u>	<u>275,547.86</u>
Debt Service	283,061.96		283,061.96
<b>Total Expenditures</b>	<u>2,362,349.41</u>	<u>3,547,499.53</u>	<u>5,909,848.94</u>
Excess of Revenue Over (Under) Expenditures	<u>170,584.84</u>	<u>(3,427,946.62)</u>	<u>(3,257,361.78)</u>
<b><u>Other Financing Sources (Uses):</u></b>			
Transfer In		1,189,852.00	1,189,852.00
Transfer Out	(717,852.00)		(717,852.00)
Sale of Municipal Property	970.32		970.32
Proceeds from Long Term Debt		2,330,399.45	2,330,399.45
<b>Total Other Financing Sources (Uses)</b>	<u>(716,881.68)</u>	<u>3,520,251.45</u>	<u>2,803,369.77</u>
Net Change in Fund Balances	(546,296.84)	92,304.83	(453,992.01)
Fund Balance - Beginning	2,274,467.74	(258,472.31)	2,015,995.43
<b>FUND BALANCE - ENDING</b>	<u>\$ 1,728,170.90</u>	<u>\$ (166,167.48)</u>	<u>\$ 1,562,003.42</u>

No assurance is provided

**CITY OF HARTFORD  
STATEMENT OF NET POSITION  
PROPRIETARY FUNDS  
DECEMBER 31, 2019**

	<u>Enterprise Funds</u>		
	<u>Major Funds</u>		
	<u>Water Fund</u>	<u>Sewer Fund</u>	<u>Totals</u>
<b><u>ASSETS:</u></b>			
Current Assets:			
Cash and Cash Equivalents	\$ 1,264,554.23	\$ 617,909.34	\$ 1,882,463.57
Accounts Receivable, Net	52,784.66	47,600.86	100,385.52
Inventory of Supplies	4,122.00	10,326.00	14,448.00
Inventory of Stores Purchased for Resale	11,840.00		11,840.00
<b>Total Current Assets</b>	<b>1,333,300.89</b>	<b>675,836.20</b>	<b>2,009,137.09</b>
Noncurrent Assets:			
Capital Assets:			
Land	127,385.00	311,897.00	439,282.00
Buildings	9,837.44	559,837.43	569,674.87
Improvement other than Buildings	4,117,485.76	4,411,705.13	8,529,190.89
Machinery and Equipment	154,803.33	254,115.87	408,919.20
Construction in Progress		261,578.66	261,578.66
Less: Accumulated Depreciation	(2,594,108.36)	(3,838,676.53)	(6,432,784.89)
<b>Total Noncurrent Assets</b>	<b>1,815,403.17</b>	<b>1,960,457.56</b>	<b>3,775,860.73</b>
<b>TOTAL ASSETS</b>	<b>3,148,704.06</b>	<b>2,636,293.76</b>	<b>5,784,997.82</b>
<b><u>DEFERRED OUTFLOWS OF RESOURCES</u></b>			
Deferred Connection Fee	745,733.00		745,733.00
<b><u>LIABILITIES:</u></b>			
Current Liabilities:			
Accounts Payable	21,162.33	22,012.33	43,174.66
Contracts Payable		11,615.65	11,615.65
Accrued Wages Payable	108.61	108.61	217.22
Customer Deposits	69,300.00		69,300.00
Accrued Leave Payable - Current	15,179.75	15,179.75	30,359.50
<b>Total Current Liabilities</b>	<b>105,750.69</b>	<b>48,916.34</b>	<b>154,667.03</b>
Noncurrent Liabilities:			
Revenue Bonds Payable	709,891.19	2,004,272.18	2,714,163.37
<b>Total Noncurrent Liabilities</b>	<b>709,891.19</b>	<b>2,004,272.18</b>	<b>2,714,163.37</b>
<b>TOTAL LIABILITIES</b>	<b>815,641.88</b>	<b>2,053,188.52</b>	<b>2,868,830.40</b>
<b><u>NET POSITION:</u></b>			
Net Investment in Capital Assets	1,105,511.98	(43,814.62)	1,061,697.36
Unrestricted Net Position	1,973,283.20	626,919.86	2,600,203.06
<b>TOTAL NET POSITION</b>	<b>\$ 3,078,795.18</b>	<b>\$ 583,105.24</b>	<b>\$ 3,661,900.42</b>

No assurance is provided

**CITY OF HARTFORD**  
**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET POSITION**  
**PROPRIETARY FUNDS**  
**DECEMBER 31, 2019**

	<u>Enterprise Funds</u>		<u>Totals</u>
	<u>Major Funds</u>		
	<u>Water Fund</u>	<u>Sewer Fund</u>	
<b><u>Operating Revenue:</u></b>			
Charges for Goods and Services (Revenues Securing Debt Issues)	\$ 642,870.93	\$ 547,583.24	\$ 1,190,454.17
Miscellaneous	<u>10,950.00</u>	<u>7,670.00</u>	<u>18,620.00</u>
<b>Total Operating Revenue</b>	<u>653,820.93</u>	<u>555,253.24</u>	<u>1,209,074.17</u>
<b><u>Operating Expenses:</u></b>			
Personal Services	59,782.55	60,458.31	120,240.86
Other Current Expense	<u>232,555.12</u>	<u>173,037.54</u>	<u>405,592.66</u>
<b>Total Operating Expenses</b>	<u>292,337.67</u>	<u>233,495.85</u>	<u>525,833.52</u>
 Operating Income (Loss)	 <u>361,483.26</u>	 <u>321,757.39</u>	 <u>683,240.65</u>
<b><u>Nonoperating Revenue (Expense):</u></b>			
Interest Income	2,632.13	1,264.81	3,896.94
Interest Expense and Fiscal Charges	<u>(25,914.50)</u>	<u>(59,554.73)</u>	<u>(85,469.23)</u>
<b>Total Nonoperating Revenue (Expense)</b>	<u>(23,282.37)</u>	<u>(58,289.92)</u>	<u>(81,572.29)</u>
 Transfers (Out)	 <u>(232,000.00)</u>	 <u>(240,000.00)</u>	 <u>(472,000.00)</u>
 Change in Net Position	 106,200.89	 23,467.47	 129,668.36
 Net Position - Beginning	 <u>2,972,594.29</u>	 <u>559,637.77</u>	 <u>3,532,232.06</u>
 <b>NET POSITION - ENDING</b>	 <u>\$ 3,078,795.18</u>	 <u>\$ 583,105.24</u>	 <u>\$ 3,661,900.42</u>

No assurance is provided

CITY OF HARTFORD  
 COMBINING BALANCE SHEET  
 NONMAJOR GOVERNMENTAL FUNDS  
 DECEMBER 31, 2019

	Special Revenue		Debt Service		Capital Projects			Total Nonmajor Governmental Funds
	3rd Penny Sales Tax Fund		2007 Special Assessments Debt Service		Sports Complex Fund	Mickelson Road Fund	Vandemark Road Fund	
<b>ASSETS:</b>								
Cash and Cash Equivalents	\$ 61,472.02	\$	\$ 4,456.58	\$	\$ 126,768.85	\$	\$ 26,839.46	\$ 215,080.33
Special Assessments Receivable - Delinquent Due From Government	5,275.77							4,456.58
<b>TOTAL ASSETS</b>	<u>\$ 66,747.79</u>	<u>\$</u>	<u>\$ 4,456.58</u>	<u>\$</u>	<u>\$ 126,768.85</u>	<u>\$</u>	<u>\$ 26,839.46</u>	<u>\$ 224,812.68</u>
<b>LIABILITIES AND FUND BALANCES:</b>								
<b>Liabilities:</b>								
Construction Payable	\$	\$	\$	\$ 244,463.14	\$		\$	\$ 244,463.14
Accounts Payable				92,362.62			678.86	93,041.48
Due to Other Funds				49,018.96				49,018.96
Total Liabilities				<u>385,844.72</u>			<u>678.86</u>	<u>386,523.58</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>								
Unavailable Revenue - Special Assessments			<u>4,456.58</u>					<u>4,456.58</u>
Fund Balances:								
Restricted	66,747.79				126,768.85		26,160.60	219,677.24
Unassigned						<u>(385,844.72)</u>		<u>(385,844.72)</u>
Total Fund Balances	<u>66,747.79</u>				<u>126,768.85</u>	<u>(385,844.72)</u>	<u>26,160.60</u>	<u>(166,167.48)</u>
<b>TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES</b>	<u>\$ 66,747.79</u>	<u>\$</u>	<u>\$ 4,456.58</u>	<u>\$</u>	<u>\$ 126,768.85</u>	<u>\$ 0.00</u>	<u>\$ 26,839.46</u>	<u>\$ 224,812.68</u>

**CITY OF HARTFORD**  
**COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES**  
**NONMAJOR GOVERNMENTAL FUNDS**  
**DECEMBER 31, 2019**

	<u>Capital Projects</u>				Total Nonmajor Governmental Funds
	<u>Special Revenue</u>	3rd Penny Sales Tax Fund	Sports Complex Fund	Mickelson Road Fund	
<u>Revenues:</u>					
Taxes:					
General Sales and Use Taxes	\$ 68,154.75				\$ 68,154.75
Miscellaneous Revenue:					
Sports Complex Revenue	60.26		51,120.00		51,120.00
Investment Earnings			215.42		275.68
Other				2.48	2.48
<b>Total Revenue</b>	<u>68,215.01</u>		<u>51,335.42</u>	<u>2.48</u>	<u>119,552.91</u>
<u>Expenditures:</u>					
Culture and Recreation					
Recreation			22,794.52		22,794.52
Highways and Streets					
Streets/Storm Sewer Distribution				1,010,048.42	2,448,444.83
Water Lines				172,382.68	362,382.68
Capital Projects					
Professional Services				78,148.08	319,428.41
Miscellaneous Expense				90.00	6,326.73
Sewer					
Sewer Lines				191,587.17	290,632.36
Conservation and Development:					
Economic Development and Assistance					
Jamboree Expense	25,000.00				25,000.00
HADC Appropriations	45,590.00				45,590.00
Chamber Appropriation	26,900.00				26,900.00
<b>Total Expenditures</b>	<u>97,490.00</u>		<u>22,794.52</u>	<u>1,880,604.34</u>	<u>3,547,499.53</u>
Excess of Revenue Over (Under)	<u>(29,274.99)</u>		<u>28,540.90</u>	<u>(1,880,604.34)</u>	<u>(3,427,946.62)</u>
Expenditures					
<u>Other Financing Sources (Uses):</u>					
Transfer In					
Proceeds of Long Term Debt				64,852.00	1,189,852.00
<b>Total Other Financing Sources (Uses)</b>				<u>1,507,916.79</u>	<u>2,330,399.45</u>
Net Change in Fund Balances				<u>1,572,768.79</u>	<u>3,520,251.45</u>
Fund Balance - Beginning	(29,274.99)		28,540.90	66,878.32	92,304.83
Fund Balance - Ending	<u>96,022.78</u>		<u>98,227.95</u>	<u>(452,723.04)</u>	<u>(258,472.31)</u>
Fund Balance - Ending	<u>\$ 66,747.79</u>		<u>\$ 126,768.85</u>	<u>\$ (385,844.72)</u>	<u>\$ (166,167.48)</u>

**CITY OF HARTFORD**  
**Schedule of Long Term Debt**

	<b>Beginning Balance 01/01/19</b>	<b>Additions</b>	<b>Retired</b>	<b>Ending Balance 12/31/19</b>	<b>Due within One Year</b>
<b>Primary Government:</b>					
<b>Governmental Activities:</b>					
General Obligation Revenue Bonds	\$ 966,785.45	\$	\$ 150,151.81	\$ 816,633.64	\$ 154,997.54
State Revolving Fund Loans	163,757.13		47,600.54	116,156.59	50,025.56
Special Assessments	643,335.18		22,694.36	620,640.82	23,507.45
Accrued Compensated Absences - Governmental Funds	<u>58,530.74</u>	<u>43,271.98</u>	<u>58,530.74</u>	<u>43,271.98</u>	<u>43,271.98</u>
<b>Total Governmental Activities</b>	<u>1,832,408.50</u>	<u>43,271.98</u>	<u>278,977.45</u>	<u>1,596,703.03</u>	<u>271,802.53</u>
<b>Business-Type Activities:</b>					
State Revolving Funds	\$ 2,969,795.66	\$	\$ 255,632.25	\$ 2,714,163.41	\$ 264,456.66
Accrued Compensated Absences - Business-Type Funds	<u>30,359.50</u>	<u>21,280.05</u>	<u>30,359.50</u>	<u>21,280.05</u>	<u>21,280.05</u>
<b>Total Business-Type Activities</b>	<u>3,000,155.16</u>	<u>21,280.05</u>	<u>285,991.75</u>	<u>2,735,443.46</u>	<u>285,736.71</u>
<b>Total Primary Government</b>	<u>\$ 4,832,563.66</u>	<u>\$ 64,552.03</u>	<u>\$ 564,969.20</u>	<u>\$ 4,332,146.49</u>	<u>\$ 557,539.24</u>

## BIKE/REC TRAIL COMMITTEE FUNDS

(as of April 30, 2020)

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
End of Year 2019 - Balance	12/31/2019	\$10,011.59	\$4,949.97	\$5,061.62
<b>Year 2019</b>				
Deposit (2020 Budget)	1/1/2020	\$44,000.00		\$49,061.62
Deposit (interest)	1/31/2020	\$0.42		\$49,062.04
Deposit (interest)	2/29/2020	\$3.12		\$49,065.16
Deposit (interest)	3/31/2020	\$1.41		\$49,066.57
Deposit (interest)	4/30/2020	\$0.53		\$49,067.10
<b>TOTALS TO DATE for 2020</b>		<b>\$44,005.48</b>	<b>\$0.00</b>	<b>\$49,067.10</b>

**To date, the balance of Bike/Rec Trail fund is \$49,067.10**

<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 April 30, 2020)

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	\$32,940.47
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	\$50,016.27	\$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
End of Year 2019 - Balance	12/31/2019	\$51,335.42	\$22,794.52	\$126,768.85
<b>Year 2020</b>				
Deposit (2020 Budget)	1/1/2020	\$100,000.00		\$226,768.85
Interest Deposit	1/31/2020	\$10.52		\$226,779.37
Interest Deposit	2/29/2020	\$17.19		\$226,796.56
Interest Deposit	3/31/2020	\$6.52		\$226,803.08
Stockwell Engineers, Inc. (mtgs/planning/estimates/etc.)	4/21/2020		\$2,676.75	\$224,126.33
Interest Deposit	4/30/2020	\$2.44		\$224,128.77
<b>TOTALS</b>		<b>\$100,036.67</b>	<b>\$2,676.75</b>	<b>\$224,128.77</b>

**To date, the balance of Sports Complex funds is \$224,128.77**

<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)	\$4,705.35

# DOWNTOWN COMMITTEE FUNDS

(as of April 30, 2020)

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
End of Year 2019 - Balance	12/31/2019	\$11,883.43	\$3,500.00	\$10,585.17
<b>Year 2019</b>				
Deposit (2020 Budget)	1/1/2020	\$10,000.00		\$20,585.17
Interest Deposit	1/31/2020	\$0.88		\$20,586.05
Interest Deposit	2/29/2020	\$1.56		\$20,587.61
Interest Deposit	3/31/2020	\$0.59		\$20,588.20
Interest Deposit	4/30/2020	\$0.22		\$20,588.42
<b>TOTALS</b>		<b>\$10,003.25</b>	<b>\$0.00</b>	<b>\$20,588.42</b>

**To date, the balance of Downtown fund is \$20,588.42**

<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 ItemsVisitors:

- **Chamber – Carnival Funds:** The Chamber requested \$32,000 for their 2020 Appropriations, which has already been paid out to them. Part of that \$32,000 was \$15,000 for the Jamboree Carnival, which the Chamber sponsors. Since the 2020 Jamboree Event has been cancelled, these funds will not be utilized for a carnival. The Chamber is coming before the council to ask if they can allot these funds for other expenses versus returning the money to the city.
- **Callie Tuschen – Downtown Market:** I believe Ms. Tuschen would like to approach the council about utilizing the city lots on the SE corner of Main Avenue and 1<sup>st</sup> Street during the Downtown Market Event. This would allow the events to be spread out more and improve social distancing.
- **Sam Assam:** Mr. Assam is the Developer of Turtle Creek Highlands. They are currently in the mist of putting in the infrastructure for the 1<sup>st</sup> phase of this development. The bottom lift of the street was placed last week, and Mr. Assam would like to proceed with placing the top lift. Section 25 of the city's Subdivision Construction Agreement states that the top lift of a street will be installed one construction season after the previous lift of asphalt is constructed – basically bottom lift one year and top lift the next year. Since this is against the city's construction agreement, approval must be granted by the city council.
- **Robert Hansen:** Mr. Hanson submitted payment last Friday to license his dog. Payment was submitted to the city, along with a copy of his invoice. City ordinance requires payment to be accompanied by a copy of the Rabies Vaccination Certificate. When asked to provide the actual rabies certificate, Mr. Hanson said his veterinary clinic does not provide this (we called his clinic and they do provide this when asked). Mr. Hansen is suggesting that the city change the wording of our regulation slightly to allow “certification of vaccination” versus “a certificate of vaccination”. This would allow the public to just show an invoice or payment receipt of the rabies vaccination versus the actual certificate. The problem with this is that an invoice or payment receipt does not show the date of vaccination or the expiration date of the vaccination so if there was an issue with an animal, our records would not be able to tell if they have a current vaccination or not.

Applications, Agreements, Hearings, Resolutions & Ordinances:

- **7:05 Hearing – Renewal of Retail Malt Beverage Licenses:** This hearing would renew all the current retail on/off sale malt beverage licenses (RB) within the city. Right now, this includes Buffalo Ridge Brewing Project, Coffee Cup, the Goat, Get N Go, Heart T Stop, Dollar General, AmericInn and Stomping Grounds. Karen has received all applications and fees.
- **Review/Approve Chamber and City of Hartford Agreement and Review/Approve the HADF and City of Hartford Agreement:** It has been the city's desire to establish a good, working relationship with both the Chamber and HADC. The Chamber and Economic Development Director is the one common factor between all entities that allows open communication between all so we can work together for the benefit of the entire city. In 2017 it was decided that the best way to protect this position and keep it in place with the city and with each entity is to establish contracts. A contract with each entity was proposed and approved. This contract is up for renewal, so it was sent out to both the Chamber and HADF for review and approval – both have approved the renewal contract. It basically states that the city will provide this position at no cost to each entity and in return this position will be on each board as a non-voting member. No changes have been made to the original agreement, just the job description was updated to reflect the most recent version.

Reports (Action Items):

- **Public Works Report:**
  - **Discuss concrete Project at Sports Complex:** The city is planning to place concrete sidewalks to the ball fields this year – earlier in the year a motion was approved to budget \$15,000 for this expense. Three quotes for this project have been received. The 2 lowest quotes are within a few dollars of each other but over the budget amount – we would need \$2500 to \$3000 additional funds for this item. Since these are quotes and not bids, the city is not obligated to take the low

bid, Craig has suggested letting the committee contact each bidder and seeing when the work can get completed the soonest and go with them.

- **Annual Report:**

- The 2019 annual report (financial statements), which was prepared by our auditor, is in your packet for review and will need a motion for approval from the council. The auditors are currently working on our 2019 audit.

**Old Business:**

- **Review Liquor Regulations on City Right-of-Way:** After discussion at our last council meeting, the council wanted us to look into the regulation for allowing alcohol on city ROW/Sidewalks. I have included a summary of those finding in your packet for review and discussion.
- **Employee Manual Updates:** This agenda item was tabled at our last meeting – no changes have been made since that time. Enclosed in your packet are suggested updates to the city’s employee manual. These updates mostly focus around clarifying wording between hourly and salary employees. When the manual was drafted and last adopted, the city did not have any salary employees, so all wording addressed hourly employees. Now that we have a salary employee this should be updated and the perfect time to do so is now before our new salary employee starts. The suggested changes are in your packet – any additional wording is highlighted in yellow and any deleted wording has been strikethrough in red. The changes are as follows:
  1. Section 4.4 – Overtime and Section 4.7 – Flex Time have wording added to note that overtime and flex time only apply to hourly employees since salary employees are paid at a set rate no matter who many hours they work.
  2. Section 4.6 – Time sheets or Cards states that each employee will either punch a time card if hourly or fill out a time sheet if salary – the timesheet for the salary employee is not to track their hours for pay but to have a record of time worked for work comp audits and assists in tracking accrual and use of paid leave, along with FMLA usage.
  3. Section 6.2 – Vacation Leave and Section 6.3 – Sick Leave would have a paragraph added that would state when vacation time or sick leave needs to be used for salary employees. If an hourly employee wants to get paid for being absent during the standard workday (8am-5pm) then they need to use either vacation or sick leave depending on the situation. Salary employees should also draw from their vacation and sick leave bank if absent for a designated period of time during the workday. Of course, salary employees will get their pay no matter what hours they are gone from work, but if it is for a specific purpose or over a certain number of hours per day they should draw from their leave. I am suggesting 2 hours or more from the standard workday, but this can be discussed by the council and adjusted. Salary employees get vacation and sick leave but if they never utilize it then it gets paid out when no longer with the city.
  4. Section 6.5 -Longevity Pay was approved by the city council on 11/20/18 but it was done by motion and not official added to the employee manual. I made a note that if we update our employee manual that we should add this for easy reference.
- **COVID-19 Update:** Although COVID cases continue to be present and CDC guidelines are still in place, the State and City want to start working with businesses and the public to safely re-open entities that have been affected by this pandemic. A review and discussion of the city facilities is proposed.
  - **City Buildings:** If the council decides to re-open city building, I believe there should be no issues with the shop facilities since we usually do not have any large gatherings at one time. If we re-open city hall, I think we will need to put in some control measures to help control the access and ensure proper distancing for the protection of citizens and the staff. I have asked the public works department to build a “shield” with plexiglass to go on the front counter for a barrier between the public and staff and we have borrowed crowd control posts and ropes from the school that will allow us to block off the hall and direct any visitors to the front desk to check in. We do continue to sanitize, and wipe down surfaces each day – this will have to be ramped up with more traffic through the offices.
  - **City Pool:** As directed by the council, I meet with Amy Sebert our pool manager to discuss the possibility of opening the pool in a safe manner. Going by the fact that we only have 1 manager and 4 lifeguards at this time, we can come up with a proposed scenario for the council to review – this is in our packet. With COVID always changing and the situation with our employees, this is a fluid plan which is proposed for opening the pool under what we know now but it can always be adjusted as things change with the situation or employees.
  - **Organized Sports at the city fields:** Organized sports would like to begin practicing and having games in June. The HASA has submitted the enclosed plan for council review and discussion.

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### Non-Agenda Updates

- **HADF Intern:** The HADF intern started this last week and is working out of city hall a couple of days a week. To my understanding, he will be helping Al with the capital campaign mostly but can dedicated a few hours to help Gabe with any needs he may have.
- **Grant Update:**
  - Hazard Mitigation Grants: The city has applied for 3 hazard mitigation grants this year – 1 for a backup generator at the lift station in the Assam development, 1 for a permanent backup generator at the main sewer lift station and 1 for a storm shelter/restroom/concession stand building at the sports complex. I was advised that applications for these funds outnumbered the amount of money available, but we got 2 of our 3 grant applications funded, pending FEMA approval (which will probably happen late this year). The storm shelter and Assam lift station were approved but the application for the main lift station generator is still on file and will be resubmitted during the next round of grants if funding is available. The generator for the Assam lift station was more of a priority than the main lift station because the main lift station has a warning system in place to alert us of any potential problems with power outages. We do have a portable generator to use if need be.
  - TAP Grant: A transportation alternative grant is being submitted by the city for phase 5 for the Bike/Rec Trail System. This is an 80/20 grant and if awarded funding, this will be a 2021 project and will run along the creek from Turtle Creek Park west to Main Avenue.
  - Bridge Reinspection Program: The city also received funding from the state to help with the costs of conducting bridge inspections as required by the state. Although we do not have any standard bridges within the city, the culverts over Western, Main, Feyder and Mickelson do need inspections by the state and this grant will help cover those costs. I received a Notice to Proceed letter last week.
- **Western Avenue Sewer Funding:** Jesse Fonkert, our MCEDA Rep, told me that there may be additional funding for Economic Development due to the CARES ACT passed by congress. We had a conference call with Alex Smith, the Economic Development Representative with the US Department of Commerce and discussed our sewer project along Western Avenue. Mr. Smith believe this project would be a good project to get funding through this program. Currently we plan to fund this project with LIIP funds through the GOED and through an SRF loan. If we get grant money through an Economic Development Grant, this will eliminate our need for a loan. This project may possibility be funded all through grants – best case scenario. The application process for this funding will take this year and funding will not be awarded until the beginning of 2021. This means that the sewer line will not be constructed this year but next year – I do not believe this extended timeline will hamper any future projects. If we can get grants money verses loans, it will put the city in a better financial position going forward. I have already put the application process in motion unless council disagrees with this path of action.

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

Teresa

## **Regulation for Alcohol in Public Right-of-Way**

The selling or consuming of alcohol is tied to the parcel or piece of property owned by the entity that holds the license with the state. So, alcohol can only be sold or consumed on that piece of property – not upon the city sidewalks, streets, or rights-of-way.

A city can issue a special event permit to allow alcohol sales or consumption upon city sidewalks, streets, or rights-of-way if a special events permit is obtained by the city council. A special event application must be submitted to the city, a public hearing will be held, and, if approved by the city council, a special event can be issued for up to 15 consecutive days (this use to be 3 days). Once approved by the city council, it is effective immediately.

A city can also enact an ordinance to allow alcohol consumption on the abutting sidewalk of a licensed premise. The city looked into this in 2012 and at that time the proposed regulations were:

1. More than 50% of the license holders' sales and consumption must be from food.
2. The hours of sale and consumption are the same as the licensed premises.
3. The sidewalk or ROW needed to be immediately adjacent to the licensed premise.
4. The sidewalk or ROW cannot abut a federal highway.
5. An application must be approved by the city council – including plans for an orderly sales and service.
6. Patrons on abutting sidewalks or ROW must be seated.
7. The permit holder is responsible for the proper supervision of all sidewalk alcoholic beverage sales.
8. Every permit holder must furnish a certificate of insurance for injury and liability.
9. Permit holders must ensure all patrons wear shoes and shirts.
10. Must main the sidewalk a clean, neat, and sanitary condition.
11. Must abide by all local, state, and federal law.

The proposed ordinance did not pass. The downfall of this is that passing an ordinance takes 2 readings, publication and the 20-day referral period to become effective – almost a 2 month process.

**If the goal is to allow alcohol consumption upon sidewalks for the Brewery during this summer only, the easiest and quickest way to obtain this is to apply for a special event permit from the city with a list of dates that it would be effective. If the goal is to allow consumption upon sidewalks indefinitely, then an ordinance change should be discussed.**

#### **Section 4.4 - Overtime**

Eligible **hourly** employees may be required to work overtime when determined necessary by their supervisor or the governing board. Overtime is defined as time that is worked in excess of the first 40 hours within the standard work week and does not include hours paid but not worked such as vacation days or sick days. In the case of an emergency, if an employee is required to work by their immediate supervisor any hours outside of their normal daily work hours, those hours will count towards overtime regardless of total hours worked for the week. Employees that do not have a standard workday will be paid overtime for any hours over 40 hours a week, excluding vacation and sick days.

#### **Section 4.6 - Time Sheets or Cards**

Each employee, **either hourly or salaried**, ~~shall be employed on an hourly basis unless determined otherwise by the City Council, and~~ shall punch a time clock or fill out a time sheet if approved by the City Administrator. Each employee's time sheet is a record of their regular hours worked, overtime worked, and vacation or sick leave used for the purpose of calculating and issuing pay checks. Each employee must record all time worked for the city, including phone calls and work done during non-scheduled work hours.

#### **Section 4.7 - Flex Time**

The City Council authorizes **hourly employees** flexible work hours within the regularly scheduled 40-hour work week subject to the following rules and conditions:

1. At least one office employee and one maintenance employee shall be on duty from 8:00 a.m. to 5:00 a.m. on each day that the City is open for business.
2. Flex time must be accumulated in minimum increments of one quarter hour. Flex time is working hours that are not within the standard 8:00 a.m. to 5:00 p.m. workday, while maintaining a high level of service during the City's peak operating hours of 8:00 a.m. to 5:00 p.m. Supervisors are required to carefully examine the flex time schedules utilized or requested by employees and are responsible to coordinate work schedules which ensure ample employee coverage during the normal business hours.

#### **Section 6.2 - Vacation Leave**

The following will be added:

**Salaried employees taking vacation leave will be paid their regular salary amount. Any absence of 2 hours or greater during the standard workday that is related to vacation leave will be deducted from the employee's vacation leave balance.**

#### **Section 6.3 - Sick Leave**

The following will be added:

**Salaried employees taking sick leave will be paid their regular salary amount. Any absence of 2 hours or greater during the standard workday that is related to sick leave will be deducted from the employee's sick leave balance.**

#### **Section 6.15 - Longevity Pay**

**Longevity pay will be paid out to all year-round employees at the end of each calendar year at a rate of \$10.00 (post tax) per each year of service.**

(Approved by motion of City Council on 11-20-18)

## Scenario of Possible Pool Opening for 2020

**Staff:** 1 Manager

4 Certified Lifeguards (2 more have applied but cannot get certification until later June)

**Due to Staffing Issues, the following scenario has been discussed by the City Adm and Pool Manager:**

- Days of Operation – Monday, Tuesday, Thursday, Friday, and Saturday
- Hours of Operation –
  - Morning Session from 9:30am to 11:30am (for Daycares Only – Days and Times to be determined by the Pool Manager)
  - Afternoon Session from 1pm to 5pm – Open Swim for All
  - No Evening Session
- Reduce Capacity – 50 people at any one time due to limited lifeguards on duty. Entrance allowed on a first come, first serve basis.

**Other Suggestions:**

- Pool Parties approved at the discretion of the Pool Manger subject to availability of Staff
- No Season Passes
  - Since Days and Hours are limited this year, we are suggestion no season passes. It would be hard to determine an appropriate cost of a pass this year and if we reduce days and hours, some season pass holders may be turned away due to capacity issues. We suggest all pay each day if entrance is gained to the pool.
  - We have a few season passes that have been prepaid already – we suggest refunding those citizens.
- Sign in is required with contact phone number in case of an outbreak.
- Concession will be offered as in previous years.
- Additional Signage outlining CDC guidelines and amended regulations this year.
- Additional cleaning and disinfecting by staff.



5/11/2020

**TO:** City of Hartford

**FROM:** Hartford Area Softball Association

**RE:** Return to the Fields Plan

The Hartford Area Softball Association (HASA) has been informed that you will be discussing the possible reduction of restrictions on the use of City Parks / Fields at your June 2<sup>nd</sup> meeting. HASA has been very involved with USA Softball of South Dakota along with other community associations in developing a plan titled "A Return to the Fields." This 3- Phase Plan is suggested to be utilized at all USA Softball events which includes practices, league play and tournaments.

Our goal is to return to the fields in a safe and controlled manner. The following plan is a structured and safe compromise to allow us to return to a modified softball season. The guidelines will be monitored closely and are enforced by peers, coaches and the Hartford Area Softball Association. 100% compliance is essential to continue to provide a safer softball experience for everyone.

In good faith, HASA will adopt strict procedures outlined below during the early portions of the season and as long as COVID-19 is an active threat. Guidance from USA Softball of SD, City of Hartford, State and Federal guidelines will always be followed and realize changes and cancellations can happen at any time during this fluid situation. Our hope is that with this plan being shared with all HASA organized teams and being implemented at all games/tournaments while being monitored and enforced by HASA will assist you in making an informed decision about possibly reducing restrictions at the City fields:

#### **Return to the Fields Plan**

Anyone (coaches, players, fans) that are sick or experiencing any of the following symptoms or live with someone who is covid-19 positive, please remain at home:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills or gastrointestinal symptoms
- Repeated shaking with chills
- Muscle pain
- Unexplained Headache
- Sore throat
- New loss of taste or smell

### **Phase 1 (June 3 - June 14): Practices Begin**

1. Practices start while observing social distancing.
2. One team per field.
3. Stations at practice.
4. Split the team into small groups.
5. Maintain 6 ft social distancing practice everywhere on the fields.
6. Each player responsible for their own helmet, glove, water bottle, and bat. If bat is shared, it must be sanitized between use.
7. No dugout use at practice – hang bags on the fence – 6ft apart.
8. No treats and players must bring their own water bottle marked with their name.
9. Sunflower seeds and other items that require spitting shall be prohibited.
10. Maintain 6 foot spacing for team meetings and instruction.
11. Use of bathrooms are at your own risk. City employees will clean and sanitize daily but other than that they will not be cleaned by HASA.
12. Please use judgment when bringing senior citizens and others with health issues to the games.
13. Practices are closed to the public. Parents and fans are asked not to be hanging out at team practices. If they chose to stay, they are asked to stay in their vehicles.

### **Phase 2 (June 15 – End of Season): League Games Begin**

1. Games start while observing social distancing.
2. To keep exposure to a minimum, all league game times will be 1.5 hours per game with 30 min in between games.
3. No players or coaches may enter dugouts until all other players and equipment are out and the benches are sanitized. Team leaving the dugout is responsible to clean dugout (discard all trash) and sanitize the benches before leaving.
4. No players may share equipment.
5. Each team will provide its own balls, which would be switched out each inning. Foul balls will only be retrieved by the team in the field.
6. Each team will be encouraged to provide their own hand sanitizer and disinfectant and use at all appropriate intervals.
7. No handshakes or fist bumps before or after the games. Waving and saying good game to the other team will be encouraged.
8. Base coaches must maintain 6 ft distances and cannot touch a runner or player on or off the field.
9. Mound visits must maintain 6 ft distances.

10. Umpires will maintain 6 ft distances behind the pitching mound. Coaches must call the umpire to their dug out with all questions and remain 6ft away. Pre-game coin flips will be held with one coach per team and 1 umpire. Coaches and umpires should not shake hands or have any physical contact.
11. Catchers will be asked to maintain a reasonable safe distance.
12. Use of bathrooms are at your own risk. City employees will clean and sanitize daily but other than that they will not be cleaned by members from HASA.
13. No team water coolers will be allowed. Players must bring their own water bottle marked with their name.
14. Sunflower seeds and other items that require spitting shall be prohibited.
15. Please use judgment when bringing senior citizens and others with health issues to the games.
16. Fans must stay outside the fence lines (along foul lines and in the outfield) while observing social distancing.
17. Fans must maintain social distancing of 6 feet at bathroom areas and concession areas (if in operation). Encourage fans to bring and use hand sanitizers and disinfectants .e
18. Players and coaches will only enter and exit the field through their dugout.
19. No more than 5 individuals will be allowed in the dugout at any given time. Dugouts are extended from behind the actual dugout to home plate behind the backstop while maintaining 6 foot intervals. No fans are allowed within 6 feet of any player. Fans are encouraged to either watch the game down either foul like or in the outfield beyond the fences while maintaining 6 foot intervals. Family members from same family may sit together.
20. Although not mandatory, it will be encouraged that all players, coaches and fans wear facemasks that cover the entire nose and mouth area.

#### **TOURNAMENTS (also falls under Phase 2 guidelines)**

1. All of the same Phase 2 rules apply with the addition that each player is “capped” on the number of fans that can be allowed into the complex. This “Cap” will be determined based on the current situation and is intended to keep the number of people at the complex at a lower number. Admission passes will be sent to the coaches prior to the tournament and fans must have a pass in order to be admitted to the facilities.
2. Tournament games will be live-streamed to Facebook Live to accommodate fans unable to attend due to the player/fan limit.

#### **Phase 3 (if approved by the CDC or local government)**

This would allow for the loosening of Phase 2 restrictions depending on the fluidity of the situation. Each Phase 2 restriction would be individually evaluated before lifting restrictions.

If you have any questions or suggestions regarding this plan, please contact any of the HASA Board Members. Thank you for your time and consideration.

Eric Kunzweiler

Mindy Olson

Brad Kramer

Heather Harden

Chad Lupkes

Brittany Tebbe

BJ Olson

Ron Conkling