

Hartford City Council Agenda
Tuesday, June 16, 2020 - 7:00 p.m.
Hartford City Hall

Mayor: Jeremy Menning
Ward 1: Mark Brenneman and Travis Kuehl
Ward 2: Mark Monahan
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 - 06/01/2020
- 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

- Jesse Fonkert - MCEDA Update
- Leah Johnson - Jamboree Update
- Matt Evans - Hartford Area Sports and Rec.
- Steve Watson - ISG Introduction

Applications, Agreements, Hearings, Resolutions & Ordinances

- 2nd Reading of Ordinance 688 - Revise Title 12 of Municipal Ordinance - Penalties
- 1st Reading of Ordinance 687 - Amend Off-Street Parking Regulations
- 1st Reading of Ordinance 689 - Amend Golf Cart Regulations

Reports

- Fire Department Report - Chief Bryon Shumaker
- City Engineer Report - Stockwell Engineers
 *Review/Approve WWTF Schematic Design Agreement
- Public Works Superintendent - Craig Wagner
- Finance Officer Report - Karen Wilber
 *Appoint New Election Board for June 23, 2020 Municipal Election
- City Administrator Report - Teresa Sidel

Old Business

- Review Proposed Changes to Employee Manual

New Business

- Transfer of Land to HADF - Tract 1 of Heiden's Addition

Correspondence

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

Adjournment

Next City Council Meeting: Tuesday - July 7, 2020

City Council Meeting – Regular Meeting June 1, 2020

Mayor Jeremy Menning called the meeting to order at 7:00pm with the following city council members present: Mark Monahan, Arden Jones, Mark Brenneman, Travis Kuehl, and Scott Nelson. Also present were City Administrator Teresa Sidel, City Finance Officer Karen Wilber, Public Works Superintendent Craig Wagner, Chamber & Economic Development Director Gabe Steinmeyer, City Engineer Mitch Mergen and approximately eleven 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 Nelson, second by Brenneman to approve the meeting minutes from May 19, 2020 – all voted yes, motion carried.

PUBLIC COMMENTS: Bud Jensen, who resides at 105 N Kingsbury Ave, was present to ask the council to possibly enact an ordinance that would put regulations in place for draining water onto neighboring properties. He discussed the issues he's been experiencing and his reasons for wanting the regulations. Mayor Menning suggested that he and Councilman Monahan set a time and to visit Mr. Jensen at his property and then go from there.

VISITORS:

- Rickie Kunzweiler, on behalf of Downtown Hartford, was present to discuss the downtown lighting project. For 2020 the council budgeted \$10,000 for new ornamental lighting for downtown. Last year lighting was installed on the first block between 1st & 2nd St. The second phase was going to be lighting on the block between 1st & Menth St. Instead of doing lighting on this block at this time, DHI is requesting to use \$5,000 of the budgeted funds for banners, arms & flower baskets arms for the 10 light already installed. Discussion was held on who would be responsible for watering the flowers. It was the consensus of the council that the city should handle the watering. A motion was made by Jones, second by Nelson to approve the reassigning of up to \$5,000 of budgeted funds to purchase banners, arms & flower baskets for existing downtown ornamental light poles – all voted yes, motion carried.
- Eric Willadsen, engineer for Sam Assam with Turtle Creek Highlands Addition, was present to address the council. The Construction Agreement Turtle Creek Highlands has with the City states that when constructing the streets, the top lift of asphalt will be installed one construction season after the first lift. The developer recently completed the first lift and is now asking for an amendment to the construction agreement to be able to apply the top lift right away. Willadsen provided information on how Sioux Falls handles this and what he feels best practices are. These regulations are part of the City's design standards. City Engineer Mergen & Public Works Supt Wagner will put together a list of pros/cons and advantages/disadvantages to the way the City's current practice is and present that information at a future meeting.

ORDINANCES, RESOLUTIONS, APPLICATIONS, AGREEMENTS AND HEARINGS:

- **7:05 Public Hearing – Special Event Permit for Buffalo Ridge Brewing:** Chris Tuschen, with Buffalo Ridge Brewing, was present to request a special event permit allowing the use of the sidewalk to the west and south of their building for additional seating during business hours to allow space for social distancing. They are requesting Thurs thru Sat weekly during the months of June thru Oct and for the use of alcoholic beverages in this area. Discussion was held on making sure there was enough room for people to be able to get through on the sidewalk. Code Enforcer Voth requested that BRB abide by social distancing standards or the permit be revoked. A motion was made by Jones to approve the application leaving the section of sidewalk next to the street open on Main Ave & 1st St sides and to abide by social distancing standards. Jones amended his motion removing the statement that they need to abide by social distancing standards. Brenneman second. Further discussion was held on allowing for a clear zone for ADA compliance. Jones amended his motion to approve the application with the condition to have a 5ft clear zone for ADA compliance, Brenneman second. In regard to social distancing, Brenneman stated that since the City has no regulations in place to regulate this, that it should not be made a condition of the special event permit. All voted yes, motion carried.
- **Review/Approve Plat for Tract 1 & Tract 2 of Hartford Hills Addition:** The City has received a plat for a property that is outside of city limits but in the City's platting jurisdiction. Planning & Zoning has approved the plat and is recommending approval to the council. A motion was made by Monahan, second by Nelson to approve the plat for Tract 1 & Tract 2 of Hartford Hills Addition – all voted yes, motion carried.
- **Review/Approve Annexation Petition & Resolution 2020-7:** The City has received an annexation petition that has been signed by over 75% of the landowners of the territory sought to be annexed. Resolution 2020-7 would

approve the petition and annexation. A motion was made by Monahan, second by Brenneman to approve the annexation petition and Resolution 2020-7 – all voted yes, motion carried.

- **Resolution 2020-8 Discretionary Formula for Taxation on Certain Property within City Limits:** The City currently has regulation in place that grants real estate tax abatements for commercial, industrial and commercial residential properties that either build new or place an addition with a value over 30k. This year the SD Legislature modified these sections of codified law. Resolution 2020-8 would update the City's regulations with these changes. A motion was made by Nelson, second by Kuehl to approve Resolution 2020-8 – all voted yes, motion carried.
- **1st Reading of Ordinance #688 Revise Title 12 of Municipal Ordinance – Penalties:** Title 12 governs the penalties for a violation of municipal code. Wording has been added to state that penalties for violations of Title 7, which is traffic regulations, are punishable by a fine amount that has been established by the State. This will allow the Sheriff's Dept to issue traffic citations under the City's ordinance, therefore resulting in the City getting a portion of the fine. A motion was made by Kuehl, second by Brenneman to approve 1st Reading of Ordinance #688 Revise Title 12 of Municipal Ordinance – all voted yes, motion carried.

REPORTS:

- **Sheriff's Department Report:** Deputy Phil Ryan was not present. His report was provided. For the month of May there were 167 calls for service. Sidel stated that Deputy Ryan would like to discuss the current ordinance on golf carts. The current ordinance does not address the number of riders allowed on the cart which limits what the Sheriff's Dept can address when they see an unsafe situation. Sidel will put together some sample wording to present at the next council meeting.
- **Chamber & Economic Development Director Report:** Chamber & Economic Development Director Steinmeyer's report was provided to the council. Steinmeyer continues to meet Chamber members, working with committees on budgets and organizing ongoing projects and plan future events. For HADF he continues to work on established projects and also compiling information for potential new projects.
- **Engineer Report:** Mitch Mergen provide engineer updates:
 - Ruud/Opal Lane Intersection Improvements** – The bid opening on this project was May 27th. Three bids were received with Zacharias Construction, Inc. coming in the lowest at \$149,820.24. A motion was made by Jones, second by Kuehl to accept the bid from Zacharias Construction, Inc. in the amount of \$149,820.24 for the Ruud/Opal Lane project – all voted yes, motion carried.
 - 9th Street Improvements** – Project is tentatively scheduled to begin early July.
 - Industrial Park Sanitary Sewer Extension** – Engineers are assisting City staff in preparing a grant application. The application process will take the remainder of this year with funds being awarded at the beginning of 2021. Therefore, this project will not start until 2021.
 - Mickelson Road Improvements** – The LOMR application was submitted to FEMA for review and approval. Engineers are awaiting a response.
- **Public Works Report:** Public Works Superintendent Wagner's report was provided to the council.
 - Streets** – Mag water is scheduled for next week. Staff plans to work on alleys next week. Repair work on the maintainer should be done yet this week. Wagner is working on a plan to pick up the two newly purchased dump trucks in MN. Mosquitos have been sprayed. Staff will monitor and spray as needed throughout the summer. Street sweeping is scheduled for next week. Staff has started the process of cutting/spraying the drainage areas. SD DENR was out to inspect the dump site. A report will follow in the coming weeks.
 - Public Buildings:** The building along Main Ave has been tore down. All the paperwork on the demo has been filled out and approved.
 - Water** – Staff will start the meter change out process next week, taking a couple days a week to drive around town and catch people at home.
 - Sewer** – The last discharge went well. All reporting has been done. Samples will be taken next week.
 - Park** – Staff has been hand spraying as needed. The mower building is now complete.
 - Sports Complex:** Concrete work should be done this week. Next week staff will finish the dirt work and seed it.
- **Finance Officer Report:** City Finance Officer Wilber's report was provided to the council. Items included a summary of revenues received in May along with an overview of the city's cash balances, revenues and expenses through Apr. The auditors are done gathering information. The audit report should follow in the next month or two. The June calendar of events was provided.
- **City Administrator Report:** City Administrator Sidel's report was provided to the council. Sidel did some checking on what documentation other cities require for pet licensing. All surround communities require a rabies certificate just as Hartford does. No changes will be made to our requirements at this time. There will be a county/school board election at City Hall this week and then our election on June 23rd. The Metropolitan Planning

Organization Long Range Transportation Plan and the State Transportation Improvement Plan are all being updated. Sidel is working with SECOG to update the City's future projects for these plans.

OLD BUSINESS:

- **Review Proposed Changes to Employee Manual:** 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 would clarify wording between hourly and salary in certain sections of the manual. Discussion was held on flex time, vacation/sick leave, timesheets, standard work hours, etc. It was decided that Sidel, Wilber & Steinmeyer will meet and discuss these items and bring some thoughts back to the council.
- **COVID-19 Review:** The following items were discussed in regard to COVID-19:
 - **Pool:** After pushing advertising for the lifeguard and assistant manger positions over the last two weeks, we now have enough staff to open without any reduction of hours. One additional lifeguard position will be added per shift to clean and monitor social distancing. Staff is suggesting the capacity be reduced to 50%, which is 95 patrons. This will further aid pool staff in promoting social distancing. Further discussion was held on how admissions would be handled - if we would take cash, annual passes, or both; if we should restrict who can attend or have it on a first come/first serve basis. Bobbi Wingent and Gabby Hoing were present to give their feedback. Staff is proposing opening on Monday June 8th to allow this week to get staff hired and all paperwork done. A motion was made by Monahan, second by Brenneman to open the pool and conduct business as normal at 50% capacity – all voted yes, motion carried.
 - **Park Rec Program:** Sidel has visited with Laura Johnson and they have come up with a plan for the park rec program. They are proposing it run July 6th – 31st. In the past, we have not limited the number of kids. Due to COVID-19, they are suggesting each age group be limited to 30 kids each. During the program, those groups of 30 would then be broken down to three groups of ten. Pre-registration at City Hall would be required, accepting only the first 30 registration for each age group. No daycares would be allowed this year. A motion was made by Monahan, second by Nelson to move forward with the park rec program as presents – all voted yes, motion carried
 - **Park Shelters:** In an effort to promote social distancing and follow CDC guidelines, the City had suspended all park shelter reservations. With reservation requests expected in the coming summer months, staff is asking for direction. A motion was made by Monahan, second by Jones to open park shelter reservations again – all voted yes, motion carried.

NEW BUSINESS:

- **Planning & Zoning Appointment – Steve Nolte:** Due to the term of Matt Cain expiring on Dec 31, 2019, there has been an open position on the Planning & Zoning Board. Mayor Menning recommends that appointment of Steve Nolte. A motion was made by Kuehl, second by Brenneman to approve the appointment of Steve Nolte to the Planning & Zoning Board – all voted yes, motion carried.
- **Review Tax Abatement Request on Parcel #68839:** State law allows property tax abatements for qualifying disabled seniors & veterans. The Minnehaha County Auditor has received an abatement request from a disabled senior on a parcel of land that is located within Hartford city limits. This request needs to be approved by the governing board. A motion was made by Monahan, second by Brenneman to approve the property tax abatement request submitted on Parcel #68839 – all voted yes, motion carried.

CORRESPONDENCE: None.

EXECUTIVE SESSION: A motion was made Monahan, second by Kuehl to enter executive session pursuant to SDCL 1-25-2 (1) for personnel, SDCL 1-25-2 (3) for legal, and SDCL 9-34-19 for economic development at 9:00pm – all voted yes, motion carried.

Minutes recorded by Finance Officer Karen Wilber.

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

Karen Wilber, Finance Officer

EXECUTIVE SESSION: A motion was made by Nelson, second by Kuehl to exit executive session at 10:01pm – all voted yes, motion carried.

ADJOURNMENT: A motion was made by Jones, second by Monahan to adjourn at 10:02pm – all voted yes, motion carried.

Minutes recorded by City Administrator Teresa Sidel.

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

Teresa Sidel, City Administrator

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>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.			06/04/2020	IN731757	366.47
101 4142 424		JUNE 2020 RENTAL - COPIER & 6 PRINTERS			291.54
101 4142 424		MAY 2020 - USAGE CHARGE			74.93
				Vendor Total:	366.47
A1	A-1 PORTABLE TOILETS		05/27/2020	50846	114.00
101 4521 424		PORTABLE TOILET RENT - DUMPSITE			114.00
				Vendor Total:	114.00
A1ELEC	A1 ELECTRIC, PLUMBING, HEAT & AIR		06/01/2020	12338	258.59
101 4511 425		RAN NEW PIPE FOR POOL PUMP			258.59
				Vendor Total:	258.59
BEAVER	BEAVERBUILT, INC.		06/05/2020	5439	90.00
101 4511 426		POOL - ROPE BARRIER STANDS - SOCIAL DIST			90.00
				Vendor Total:	90.00
BUMBLE	BUMBLEBEE-GIBSON, INC.		06/11/2020	6-7585	18,079.18
101 4311 4261		1ST MAG WATER APPLICATION			18,079.18
				Vendor Total:	18,079.18
CHECKGRAFX	CHECKERED GRAFX		06/04/2020	INV-0129	60.00
101 4311 426		20 GOLF CART PERMITS			60.00
				Vendor Total:	60.00
CTYHART	CITY OF HARTFORD		05/27/2020	05272020 STMT	347.67
101 4192 428		W/S-OLD SHOP			57.33
101 4192 428		W/S-NEW MAINT SHOP			103.17
101 4192 428		W/S-CITY HALL			39.79
101 4511 428		W/S-POOL			36.06
101 4521 428		W/S-TURTLE CREEK RR			39.34
101 4521 428		W/S-HANDICAP RR			40.56
101 4521 428		W/S-OLD PLAYGROUND RR			31.42
				Vendor Total:	347.67
CLARPAUL	CLARKE, PAUL		06/11/2020	MAY 2020	226.80
101 4652 427		MAY 2020 MILEAGE			226.80
				Vendor Total:	226.80
COFFEECUP	COFFEE CUP FUEL STOPS - AUTO PMTS		06/01/2020	060120 STMT	158.71
101 4311 426		FUEL - STREETS			158.71
				Vendor Total:	158.71
COLONI	COLONIAL RESEARCH CHEMICAL CORPORATION		05/20/2020	145350	138.35
101 4521 426		PARKS - RR URINAL SCREENS			138.35

<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>
COLONI	COLONIAL RESEARCH CHEMICAL CORPORATION		05/21/2020	145372	134.55
101 4521 426		PARKS - RR URINAL SCREENS			134.55
				Vendor Total:	272.90
DAKOTA	DAKOTA SUPPLY GROUP, INC.		05/27/2020	S100183551.001	5.87
101 4511 425		PARTS FOR POOL REPAIRS			5.87
				Vendor Total:	5.87
FIRSBANK	FIRST NATIONAL BANK OMAHA		05/28/2020	052820 STATE	53.25
101 4142 422 2		IT SERVICE - BOX			53.25
FIRSBANK	FIRST NATIONAL BANK OMAHA		05/28/2020	052820 STMT	356.60
101 4142 422 2		MICROSOFT - OFFICE 365 SUBSCRIPTIONS			76.17
101 4142 422 2		MICROSOFT - EMAIL ACCOUNTS			30.93
101 4511 426		POOL - HAND SANITIZER			249.50
				Vendor Total:	409.85
GILLESPIE	GILLESPIE OUTDOOR POWER EQUIPMENT		06/03/2020	43121	53.89
101 4521 426		TRIMMER LINE & GAS CAP			53.89
				Vendor Total:	53.89
GOLDENWEST	GOLDEN WEST TELECOMMUNICATIONS COOPERATIVE, INC.		06/01/2020	06012020 STATE	536.45
101 4192 428		PHONE-OFFICE FAX LINE			44.47
101 4192 428		PHONE-OFFICE LINE 2			54.31
101 4192 428		PHONE-CHAMBER/EDD			61.95
101 4192 428		PHONE-OFFICE LINE 1/INTERNET			211.78
101 4192 428		PHONE-OFFICE LINE 3			48.36
101 4192 428		PHONE-CITY SHOP/INTERNET			115.58
				Vendor Total:	536.45
GRAING	GRAINGER, INC.		05/29/2020	9545720840	64.06
101 4511 425		PARTS FOR POOL REPAIRS			64.06
				Vendor Total:	64.06
GREABEAR	GREAT BEAR SAND AND GRAVEL, LLC		05/29/2020	15059	177.60
101 4192 429		GRAVEL FOR MAIN AVE BLDG REMOVAL			177.60
				Vendor Total:	177.60
HARTF9	HARTFORD BUILDING CENTER, INC.		05/30/2020	05302020 STMT	3,196.12
101 4511 425		POOL - PAINT BRUSHES/ROLLER COVERS/LINER			33.97
101 4192 426		SHOP - DRIVER BIT SET			12.99
101 4192 426		CITY HALL - LUMBER FOR FRONT DESK SHIELD			14.94
101 4521 425		REBUILD MOWER SHED IN PARK			3,020.92
101 4511 426		POOL - MASONRY CUT-OFF WHEELS			18.96

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Invoice</u>	<u>Invoice</u>	<u>Amount</u>
<u>Account Number</u>	<u>Description</u>	<u>Date</u>		<u>Amount</u>
101 4511 426	POOL - BRASS COUPLER & CORED PLUG			27.36
101 4511 426	POOL - FASTENERS			8.52
101 4511 426	POOL - FASTENERS/HAMMER BIT			29.78
101 4521 426	PARKS - ASSORTED FASTENERS			15.69
101 4521 426	PARKS - WEED SPRAYER			12.99
Vendor Total:				3,196.12
HARTF5	HARTFORD SENIOR CITIZENS	06/10/2020	APR-JUNE 2020 RENT	900.00
101 4550 424	APR - JUNE 2020 RENTAL OF LIBRARY SPACE			900.00
Vendor Total:				900.00
HAWKIN	HAWKINS, INC.	06/03/2020	4726381	6,506.53
101 4511 426	POOL CHEMICALS			6,506.53
Vendor Total:				6,506.53
HEARTT	HEART T STOP	06/03/2020	5720	1,061.06
101 4521 426	FUEL - PARKS			677.98
101 4311 426	FUEL - STREETS			383.08
Vendor Total:				1,061.06
JAYMAR	JAYMAR BUSINESS FORMS, INC.	05/30/2020	58728	71.64
101 4142 4231	500 BUSINESS CARDS - STEINMEYER			71.64
Vendor Total:				71.64
MACSIN	MAC'S, INC.	06/04/2020	B28646/7	174.21
101 4192 426	SHOP - SCREWS, MOTOR TREATMENT			22.35
101 4511 426	POOL - HARDWARE TO HANG SIGNS			151.86
Vendor Total:				174.21
MCRPOO	MC&R POOLS, INC.	05/27/2020	1200785-IN	300.16
101 4511 426	POOL - VARIOUS ROPES & FLOATS			300.16
Vendor Total:				300.16
MCLEODS	MCLEODS PRINTING & OFFICE SUPPLY	05/28/2020	40236	25.73
101 4130 426	25 ABSENTEE VOTE BY MAIL SETS			25.73
Vendor Total:				25.73
MARC	MID-AMERICAN RESEARCH CHEMICAL	05/28/2020	0699417-IN	153.30
101 4192 426	HAND SANITIZER			153.30
Vendor Total:				153.30
MIDAME	MIDAMERICAN ENERGY COMPANY	05/21/2020	05212020 STATE	93.95
101 4192 428	GAS-NEW SHOP			8.00
101 4192 428	GAS-OLD SHOP			10.60

<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>						
101 4192 428		GAS-CITY HALL			17.35	
101 4511 428		GAS-POOL			8.00	
101 4511 428		GAS-POOL			50.00	
						Vendor Total: 93.95
MIKEROOF	MIKE'S ROOFING		06/10/2020	REIMB BP2020-59	26.00	
101 4652 429		REIMB BP2020-59 PAID TWICE			26.00	
						Vendor Total: 26.00
MINNDEEDS	MINNEHAHA COUNTY REGISTER OF DEEDS		06/01/2020	06012020 STMT	60.00	
101 4652 422		PLAT - WC SCHOOL/PARK ADDN			60.00	
						Vendor Total: 60.00
NAPA	NAPA AUTO PARTS OF HARTFORD		06/04/2020	137787	49.04	
101 4311 426		MUD FLAPS 2014 FORD			49.04	
						Vendor Total: 49.04
NEWCENT	NEW CENTURY PRESS, INC		05/29/2020	2020 RENEWAL	32.00	
101 4142 429 1		1YR MESSENGER SUBSCRIPTION RENEWAL			32.00	
NEWCENT	NEW CENTURY PRESS, INC		04/22/2020	300341792	30.00	
101 4142 423		SUMMER HELP AD			30.00	
NEWCENT	NEW CENTURY PRESS, INC		05/15/2020	300346921	36.41	
101 4142 423		NOT TO BIDDERS - RUUD/OPAL ST REPARIS			36.41	
NEWCENT	NEW CENTURY PRESS, INC		05/15/2020	300346922	137.36	
101 4142 423		5/5 CC MINUTES			137.36	
NEWCENT	NEW CENTURY PRESS, INC		05/22/2020	300348223	171.29	
101 4142 423		ANNUAL REPORT			171.29	
NEWCENT	NEW CENTURY PRESS, INC		05/22/2020	300348228	8.28	
101 4142 423		PUB NOT - PEDDLERS			8.28	
NEWCENT	NEW CENTURY PRESS, INC		05/22/2020	300348229	7.45	
101 4142 423		PUB NOT - MOSQUITO CONTROL			7.45	
NEWCENT	NEW CENTURY PRESS, INC		05/22/2020	300348245	35.58	
101 4142 423		MAY 2020 BILL REPORT			35.58	
NEWCENT	NEW CENTURY PRESS, INC		05/22/2020	300348254	9.10	
101 4142 423		NOT OF HEAR - BUF RIDGE BREW SPEC EVENT			9.10	
NEWCENT	NEW CENTURY PRESS, INC		05/22/2020	300348293	29.04	
101 4142 423		NOT TO BIDDERS - RUUD/OPAL ST REPARIS			29.04	
NEWCENT	NEW CENTURY PRESS, INC		05/27/2020	300348729	30.00	
101 4142 423		SUMMER HELP AD			30.00	
						Vendor Total: 526.51
OFFICEELE	OFFICE ELEMENTS COMPANY		05/22/2020	203275-0	18.09	
101 4142 426		NAME PLATE - T FRIEBERG			18.09	
						Vendor Total: 18.09

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Invoice</u>	<u>Amount</u>	
PETTY	PETTY CASH		06/10/2020	06102020 VOUCHER	43.65	
101 4142 426		MONEY ORDER-TITLE WORK ON 2 DUMP TRUCKS			43.65	
					Vendor Total:	43.65
POWERPLAN	POWERPLAN		06/04/2020	P2389905	186.08	
101 4311 426		ENGINE OIL FOR JOHN DEERE EQUIPMENT			186.08	
POWERPLAN	POWERPLAN		06/03/2020	W3644205	3,017.34	
101 4311 425		ORIGINAL TROUBLE SHOOTING ON MAINTAINER			3,017.34	
POWERPLAN	POWERPLAN		06/04/2020	W3739705	21,209.55	
101 4311 425		REPAIRS TO MAINTAINER			21,209.55	
					Vendor Total:	24,412.97
QUILL	QUILL CORPORATION		06/04/2020	7502279	316.66	
101 4142 426		COFFEE & PAPER PLATES			42.98	
101 4142 426		COPY PAPER			127.98	
101 4142 426		RUBBER BANDS/TAPE/PENS			28.96	
101 4142 426		EMPLOYEE FOLDERS/FILE FOLDERS			40.78	
101 4142 426		SHEET PROTECTORS			49.98	
101 4192 426		COFFEE FOR SHOP			25.98	
QUILL	QUILL CORPORATION		06/04/2020	7511021	12.99	
101 4142 426		SECURITY ENVELOPES			12.99	
					Vendor Total:	329.65
RBS	RBS SANITATION, INC.		05/29/2020	05292020 STMT	1,235.57	
101 4521 428		YARD WASTE DUMPSTERS			1,235.57	
					Vendor Total:	1,235.57
RELIA	RELIABANK DAKOTA		06/01/2020	MICKELSON RD 07/2020	11,739.48	
101 4756 441		PRINCIPAL - MICKELSON ROAD PROJECT			5,880.46	
101 4756 442		INTEREST - MICKELSON ROAD PROJECT			5,859.02	
					Vendor Total:	11,739.48
SANFORD	SANFORD HEALTH OCCUPATIONAL MEDICINE CLINIC		05/29/2020	545179	180.00	
101 4142 415		NEW HIRE DRUG TESTING - J JARDING			45.00	
101 4142 415		NEW HIRE DRUG TESTING - A SEBERT			45.00	
101 4142 415		NEW HIRE DRUG TESTING - M SICHMELLER			45.00	
101 4142 415		NEW HIRE DRUG TESTING - G STEINMEYER			45.00	
					Vendor Total:	180.00
SDDEP2	SD DEPARTMENT OF REVENUE - AUTO PMTS		06/10/2020	05/2020 SALES	2.95	

<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 4142 4540		SALES TAX DUE - MAY			2.95	
						Vendor Total: 2.95
SDPAA	SD PUBLIC ASSURANCE ALLIANCE		06/01/2020	27119	274.41	
101 4311 421		ADD 2 STERLING DUMP TRUCKS TO COVERAGE			274.41	
						Vendor Total: 274.41
SESDTOUR	SE SOUTH DAKOTA TOURISM		05/20/2020	9355	245.00	
101 4142 429 1		2020/2021 MEMBERSHIP DUES			245.00	
						Vendor Total: 245.00
SEBEAMY	SEBERT, AMY		06/06/2020	REIMB WHISTLES	39.70	
101 4511 426		POOL - REIMB FOR 8 WHISTLES			39.70	
						Vendor Total: 39.70
SFHUMA	SF AREA HUMANE SOCIETY		05/15/2020	4162	134.65	
101 4412 422		ANIMAL CONTROL - APR			134.65	
						Vendor Total: 134.65
SIDETERE	SIDEL, TERESA		05/31/2020	05312020 VOUCHER	60.00	
101 4142 428		MAY CELL PHONE REIMBURSEMENT			60.00	
						Vendor Total: 60.00
SIGNSTREET	SIGNATURE STREETSCAPES		06/04/2020	12908	3,215.00	
101 4601 439		BANNERS/ARMS/BASKETS FOR DOWNTOWN LIGHTS			3,215.00	
						Vendor Total: 3,215.00
SIOFALCOM	SIOUX FALLS COMMERCIAL CLEANING		06/05/2020	2211	330.00	
101 4192 422		MAR - MAY CLEANING SERVICE @ CITY HALL			330.00	
						Vendor Total: 330.00
SFNETWORKS	SIOUX FALLS NETWORKS		06/01/2020	10839	134.55	
101 4142 422 2		IT MAINT SERVICE - JUNE 2020			134.55	
SFNETWORKS	SIOUX FALLS NETWORKS		06/11/2020	10872	500.00	
101 4142 422 2		CONFIG SERVER, LAPTOP WORK, ACCTG UPGR			500.00	
						Vendor Total: 634.55
SIOUXV	SIOUX VALLEY ENERGY		05/28/2020	05282020 STATE	6,306.85	
101 4311 428		ELEC-CROSSING LTS S OF HS			50.00	
101 4311 428		ELEC-BILLBOARDS			266.02	
101 4311 428		ELEC-STREET LIGHTS			4,561.98	
101 4311 428		ELEC-CROSSING LTS N OF HS			50.00	
101 4311 428		ELEC-WELCOME SIGN-HWY 38/WESTERN			83.04	
101 4311 428		ELEC-WELCOME SIGN HWY 38			59.26	

<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			67.00
101 4192 428		ELEC-TAMMEN WEATHER SIREN			58.60
101 4192 428		ELEC-NEW CITY SHOP			172.26
101 4192 428		ELEC-OLD CITY SHOP			112.86
101 4192 428		ELEC-CITY HALL			171.86
101 4192 428		ELEC-STORAGE BLD BY MEM PARK			79.89
101 4511 428		ELEC-POOL			74.73
101 4521 428		ELEC-TURTLE CREEK RR			62.03
101 4521 428		ELEC-PARK SHELTERS			132.99
101 4521 428		ELEC-SPORTS COMPLEX			90.00
101 4521 428		ELEC-DAVID ROE FIELDS - NORTH LIGHTS			64.33
101 4521 428		ELEC-DAVID ROE FIELDS - EAST LIGHTS			50.00
101 4521 428		ELEC-DAVID ROE FIELDS - WEST LIGHTS			50.00
Vendor Total:					6,306.85
STANHO	STAN HOUSTON EQUIPMENT COMPANY, INC.		05/28/2020	01 890483	64.50
101 4511 426		POOL - 2 BOXES OF SCREWS			64.50
STANHO	STAN HOUSTON EQUIPMENT COMPANY, INC.		05/30/2020	01 891156	299.93
101 4192 426		SHOP - CONCRETE BLOTS			70.00
101 4192 426		SHOP - RECIP & SAW BLADES			33.98
101 4192 426		SHOP - STAPLES			16.95
101 4192 426		SHOP - 2 PACK BATTERY			179.00
Vendor Total:					364.43
STOCKW	STOCKWELL ENGINEERS		05/29/2020	10767	4,812.50
101 4311 439		RUUD/OPAL INTERSECTION REPAIRS			4,812.50
STOCKW	STOCKWELL ENGINEERS		05/29/2020	10803	4,439.58
101 4652 422		PLAT & PLAN REVIEWS			795.70
101 4652 422		CC MTGS/REPORTS/MILEAGE			1,826.78
101 4652 422		TURTLE CREEK HIGHLANDS ADDN			697.75
101 4652 422		LRTP/EDA GRANT ASSISTANCE			531.30
101 4652 422		FEYDER AVE FLOODPLAIN			588.05
Vendor Total:					9,252.08
SUNSHINE	SUNSHINE FOODS		06/01/2020	060120 STMT	22.36
101 4521 426		SOAP FOR PARK RESTROOMS			22.36
SUNSHINE	SUNSHINE FOODS		06/01/2020	060120 STMT POOL	22.91
101 4511 426		POOL - CLEANING SUPPLIES			12.22
101 4511 426		POOL - FIRST AID SUPPLIES			10.69
Vendor Total:					45.27
TAMMENAUTO	TAMMEN AUTO & TIRE, INC.		05/20/2020	162349	71.44

<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 4311 425		TIRE REPAIR - 2011 FORD PICKUP			71.44	
TAMMENAUTO	TAMMEN AUTO & TIRE, INC.		05/20/2020	162351		33.13
101 4521 425		TIRE REPAIR - MOWER			33.13	
						Vendor Total: 104.57
UNITEDLAB	UNITED LABORATORIES, INC.		01/30/2020	INV278453		808.42
101 4521 426		PARK - RESTROOM URINAL DEODORIZERS			485.05	
101 4192 426		SHOP - ARMOR ALL WIPES			323.37	
						Vendor Total: 808.42
USBANKLOAN	US BANK TRUST N.A.		05/29/2020	C461104-02		13,726.29
				07/01/20		
101 4752 441		PRINCIPAL PAYMENT			12,427.77	
101 4752 442		INTEREST PAYMENT			1,298.52	
						Vendor Total: 13,726.29
VALLEYCENT	VALLEY CENTRAL COOP		05/19/2020	29937		245.00
101 4521 426		GRASS SEED FOR PARKS			245.00	
						Vendor Total: 245.00
VERIZO	VERIZON WIRELESS		05/22/2020	9855152710		357.85
101 4521 428		CELL SERV-LANDFILL CAMERA			40.01	
101 4652 428		CELLS-BP & CODE ENF			52.90	
101 4192 428		CELLS-PUBLIC WORKS			150.03	
101 4142 428		CELL-CHAMBER/EDD			44.23	
101 4211 428		CELL-MINN SHERIFF			26.45	
101 4512 428		CELL-REC DIRECTOR			44.23	
						Vendor Total: 357.85
VOTHBRYA	VOTH, BRYAN		05/31/2020	05312020		27.30
				VOUCHER		
101 4652 427		MAY MILEAGE REIMBURSEMENT			27.30	
						Vendor Total: 27.30
						Fund Total: 108,500.02
Checking	1	Fund: 409	SPORTS COMPLEX FUND			
GREABEAR	GREAT BEAR SAND AND GRAVEL, LLC		05/29/2020	15059		189.71
409 4512 439		GRAVEL FOR CONCRETE WORK SPORTS COMPLEX			189.71	
						Vendor Total: 189.71
PRECCONC	PRECISION CONCRETE, LLC		06/09/2020	52		17,147.02
409 4512 439		ADA SLAB/SIDEWALK AT SPORTS COMPLEX			17,147.02	
						Vendor Total: 17,147.02
STOCKW	STOCKWELL ENGINEERS		05/29/2020	10803		500.95
409 4512 439		SPORTS COMPLEX SITE VISIT/STAKING/BLDG			500.95	
						Vendor Total: 500.95

<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>	
						Fund Total: 17,837.68
Checking	1	Fund: 505	MICKELSON ROAD PROJECT			
STOCKW	STOCKWELL ENGINEERS		05/29/2020	10708	1,564.80	
505 5501 422		MICKELSON ROAD CONSTRUCTION			1,564.80	
STOCKW	STOCKWELL ENGINEERS		05/29/2020	10760	10,700.00	
505 5501 422		MICKELSON ROAD -LOMR			10,700.00	
						Vendor Total: 12,264.80
						Fund Total: 12,264.80
Checking	1	Fund: 506	VANDEMARK STREET PROJECT			
SPLILAND	SPLITROCK LANDSCAPING & NURSERY, INC.		06/06/2020	10380	1,548.68	
506 5501 429		SEEDING ON VANDEMARK AVE ST PROJECT			1,548.68	
						Vendor Total: 1,548.68
STOCKW	STOCKWELL ENGINEERS		05/29/2020	10713	495.90	
506 5501 422		VANDEMARK AVE STREET IMPROVEMENTS CONST			495.90	
STOCKW	STOCKWELL ENGINEERS		05/29/2020	10761	23,805.00	
506 5501 422		VANDEMARK AVE STREET IMPROVEMENTS DESIGN			23,805.00	
						Vendor Total: 24,300.90
						Fund Total: 25,849.58
Checking	1	Fund: 602	WATER FUND			
BADMET	BADGER METER		05/29/2020	80053596	55.18	
602 4335 422		MAY 2020 - FEE TO READ METERS			55.18	
						Vendor Total: 55.18
DAKOTA	DAKOTA SUPPLY GROUP, INC.		06/04/2020	S100203026.001	70.57	
602 4334 426		WATER DEPT SUPPLIES			70.57	
						Vendor Total: 70.57
METETECH	METERING & TECHNOLOGY SOLUTIONS		05/20/2020	16996	2,311.92	
602 4334 426		1 NEW METER			2,311.92	
METETECH	METERING & TECHNOLOGY SOLUTIONS		05/28/2020	17039	5,820.00	
602 4334 426		20 NEW METERS			5,820.00	
METETECH	METERING & TECHNOLOGY SOLUTIONS		06/08/2020	17111	6,860.00	
602 4334 426		20 NEW METERS			6,860.00	
						Vendor Total: 14,991.92
MINNEH	MINNEHAHA COMMUNITY WATER CORPORATION		06/02/2020	06022020 STATE	13,563.90	
602 4334 4261		BULK WATER PURCHASE			13,563.90	
MINNEH	MINNEHAHA COMMUNITY WATER CORPORATION		06/03/2020	7055	1,452.82	
602 4334 429		TAKE OVER SERVICE - 703 N VANDEMARK AVE			726.41	
602 4334 429		TAKE OVER SERVICE - 701 N VANDEMARK AVE			726.41	

<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>	
					Vendor Total:	15,016.72
PETTY	PETTY CASH		06/10/2020	06102020 VOUCHER	153.90	
602 4335 4261		POSTAGE-MAY W/S BILLS			153.90	
					Vendor Total:	153.90
SDDENR	SD DEPT OF ENVIRONMENT & NATURAL RESOURCES		05/15/2020	21INV0000178	600.00	
602 4334 422		2020 STATE DRINKING WATER FEE			600.00	
					Vendor Total:	600.00
SIOUXV	SIOUX VALLEY ENERGY		05/28/2020	05282020 STATE	254.94	
602 4332 428		ELEC-N WATER TOWER/SIREN			254.94	
					Vendor Total:	254.94
USBANKLOAN	US BANK TRUST N.A.		05/29/2020	C462104-02 07/15/20	14,572.14	
602 4441 441		PRINCIPAL PAYMENT			12,787.04	
602 4441 442		INTEREST PAYMENT			1,785.10	
USBANKLOAN	US BANK TRUST N.A.		05/29/2020	C462104-03 07/15/20	19,157.95	
602 4442 441		PRINCIPAL PAYMENT			15,273.77	
602 4442 442		INTEREST PAYMENT			3,884.18	
					Vendor Total:	33,730.09
					Fund Total:	64,873.32
Checking	1	Fund: 604 SEWER FUND				
AMERENGI	AMERICAN ENGINEERING TESTING, INC.		05/27/2020	402042	549.15	
604 6040 422		WATER ANALYSIS			549.15	
					Vendor Total:	549.15
BADMET	BADGER METER		05/29/2020	80053596	55.18	
604 6040 422		MAY 2020 - FEE TO READ 124 METERS			55.18	
					Vendor Total:	55.18
BALDWIN	BALDWIN SUPPLY COMPANY		05/29/2020	3575993	277.42	
604 6040 426		SEALS FOR MAIN LIFT STATION PUMP			277.42	
					Vendor Total:	277.42
CTYHART	CITY OF HARTFORD		05/27/2020	05272020 STMT	30.97	
604 6040 428		W/S-SEWER PLANT			30.97	
					Vendor Total:	30.97
MIDAME	MIDAMERICAN ENERGY COMPANY		05/21/2020	05212020 STATE	32.93	
604 6040 428		GAS-SEWER PLANT			32.93	
					Vendor Total:	32.93

<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>	
NAPA	NAPA AUTO PARTS OF HARTFORD		05/13/2020	136310	97.52	
604 6040 426		BATTERY FOR SEWER PORTABLE GENERATOR			97.52	
						Vendor Total: 97.52
PETTY	PETTY CASH		06/10/2020	06102020 VOUCHER	153.90	
604 6040 4261		POSTAGE-MAY W/S BILLS			153.90	
						Vendor Total: 153.90
RELIA	RELIABANK DAKOTA		06/01/2020	WWTF LAND 07/2020	31,726.77	
604 4331 441		PRINCIPAL - WWTF LAND			28,027.97	
604 4331 442		INTEREST - WWTF LAND			3,698.80	
						Vendor Total: 31,726.77
SIOUXV	SIOUX VALLEY ENERGY		05/28/2020	05282020 STATE	3,026.28	
604 6040 428		ELEC-MAIN LIFT STATION			1,090.84	
604 6040 428		ELEC-WASTE WATER LAGOONS			1,759.34	
604 6040 428		ELEC-SAGEHORN LIFT STATION			83.14	
604 6040 428		ELEC-MICKELSON/HWY 38 LIFT STATION			92.96	
						Vendor Total: 3,026.28
STOCKW	STOCKWELL ENGINEERS		05/29/2020	10803	296.40	
604 6040 439		WWTF PLAN UPDATE			296.40	
						Vendor Total: 296.40
USBANKLOAN	US BANK TRUST N.A.		05/29/2020	C461104-01 07/01/20	10,002.65	
604 4323 441		PRINCIPAL PAYMENT			9,056.38	
604 4323 442		INTEREST PAYMENT			946.27	
USBANKLOAN	US BANK TRUST N.A.		05/29/2020	C461104-03 07/01/20	5,230.12	
604 4321 441		PRINCIPAL PAYMENT			4,793.75	
604 4321 442		INTEREST PAYMENT			436.37	
USBANKLOAN	US BANK TRUST N.A.		05/29/2020	C461104-04 07/15/20	9,793.83	
604 4327 441		PRINCIPAL PAYMENT			8,594.08	
604 4327 442		INTEREST PAYMENT			1,199.75	
USBANKLOAN	US BANK TRUST N.A.		05/29/2020	C461104-05 07/15/20	8,927.09	
604 4328 441		PRINCIPAL PAYMENT			6,779.86	
604 4328 442		INTEREST PAYMENT			2,147.23	
USBANKLOAN	US BANK TRUST N.A.		05/29/2020	C461104-06 07/15/20	17,591.60	
604 4329 441		PRINCIPAL PAYMENT			8,592.66	
604 4329 442		INTEREST PAYMENT			8,998.94	
						Vendor Total: 51,545.29
USABLU	USA BLUEBOOK		02/18/2020	148169	179.95	
604 6040 426		ROLLER SKID FOR SEWER CAMERA			179.95	

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Invoice Amount</u>	<u>Amount</u>
				Vendor Total:	179.95
				Fund Total:	87,971.76
				Checking Account Total:	317,297.16

ORDINANCE 688

AN ORDINANCE AMENDING TITLE 12 - GENERAL PROVISIONS OF THE REVISED ORDINANCES OF THE CITY OF HARTFORD, SOUTH DAKOTA

BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF HARTFORD, SOUTH DAKOTA THAT THE REVISED MUNICIPAL ORDINANCES OF THE CITY OF HARTFORD BE AMENDED AS FOLLOWS:

TITLE 12 - GENERAL PROVISIONS

12.0101 Penalty in General. Except in cases where a different or additional penalty is imposed by this ordinance or by some existing provision of law, every violation of any of the provisions of this ordinance shall be punishable by a fine not exceeding two hundred dollars (\$200.00) or by imprisonment for a period not exceeding thirty (30) days or both such fine and imprisonment.

Penalty for violation of Title 7. Every violation of Title 7 - TRAFFIC REGULATIONS, other than a violation of 7.908, shall be punishable by a fine pursuant to the then in effect Fine and Bond Schedule for Use by Clerk Magistrate, in the Circuit Court, Second Judicial Circuit, State of South Dakota, or by imprisonment for a period not exceeding thirty (30) days, or both such fine and imprisonment. In the event the fine for the offense is not covered by the above indicated fine and bond schedule, the violation shall be enforced under the Penalty in General provision of 12.0101.

Adopted this 16th day of June 2020.

Mayor Jeremy Menning

ATTEST:

Karen Wilber, Finance Officer

(seal)

First Reading: June 1, 2020
Second Reading and Adoption: June 16, 2020
Publication: June 26, 2020
Effective: July 17, 2020

ORDINANCE NO. 687

AMEND ZONING REGULATION #627 **OFF-STREET PARKING REGULATIONS**

AN ORDINANCE OF THE CITY OF HARTFORD, SD, AMENDING ORDINANCE 627, THE 2016 REVISED ZONING ORDINANCE OF THE CITY OF HARTFORD, SD, BY AMENDING CHAPTER 12, SECTION 12.04 (A) & (B) – OFF-STREET PARKING.

BE IT ORDAINED BY THE CITY OF HARTFORD, SD:

That Ordinance 627, Chapter 12, Section 12.04 (A) & (B) – Off-Street Parking shall be amended as follows:

12.04 Off-Street Parking

- A. Definitions – For the purpose of this Section, the following terms are hereby defined
1. Vehicle: Any vehicle which is designed to travel along the ground or in the water and shall include but not be limited to automobiles, vans, buses, motorbikes, trucks, trailers, go carts, golf carts, boats, ATV's, snowmobiles, and campers.
 2. Hard Surface Pad: Asphalt, Concrete or Concrete Pavers that meet or exceed the gross area of the motor vehicle that is parked upon it. An appropriate base course consisting of clean graded sand, gravel or crushed stone shall be compacted to assure uniform support of the slab. All pavers will be laid as to not allow vegetation growth underneath the motor vehicle.
 3. Required Parking Spaces: The required number of parking spaces per Hartford Zoning Ordinance 627, Section 12.04 (C).
 4. Driveway Approaches: An area, Between the curb or pavement edge of a public street and the private property line intended to provide access for vehicles from a public street to a driveway on private property.
 5. Driveway Aisles: An access road leading from a public street to one or more structures or buildings upon private property.
 6. New Driveway: A driveway aisle that has never existed before in a particular place.
 7. Existing Driveway: A driveway aisle that is now in existence or being used at the present time.
 8. Existing Sidewalk: A sidewalk that is now in existence or being used at the present time.
- B. General Conditions – Applied to all Vehicles

1. No parking spaces are permitted in the required front yard in an R or MH District except for portions of the front yard necessary for hard surfaced driveways or as otherwise provided in this Ordinance. Parking is permitted in a side yard or rear yard in an R District upon hard surface pads.
2. Driveway(s) shall not exceed thirty-six (36) feet in width at the property line. An exception for 40' feet driveways at the property line shall be allowed for businesses expecting semi-truck traffic. The design of the driveway flare, within the driveway approach, is optional but cannot exceed 6 feet over the width at the property line. All new driveways must include a poured sidewalk. Repairs or replacement of existing driveways are exempt from including a poured sidewalk within the driveway, unless the property already has an existing sidewalk on either side that abuts the driveway.
3. Access approaches shall be prohibited on arterial and collector streets from the rear yard of a reverse frontage lot in a residential area.
4. All parking areas in the side and rear yard shall have a hard surfaced pad.
5. All access aisles driveways must be concrete or asphalt, no concrete pavers are allowed. An access aisle to a side yard accessory building or parking pad is required. An access aisle to a rear yard accessory building or parking pad is optional.
6. The parking requirements in this section shall not be applicable to property in the CB Central Business District, except for residential uses which are authorized by a conditional use permit.
7. Unless a conditional use permit is received from the Planning and Zoning Board, all Commercial and Industrial Zoned Property must have either concrete or asphalt surfaces, no concrete pavers, on all required parking spaces and all driveway approaches and driveway aisles from the public street to the front of each building with vehicle or pedestrian access. All other parking or maneuvering surfaces may be concrete, crushed concrete, asphalt or crushed asphalt. No parking upon grass or dirt surfaces.
8. The parking of commercial vehicles is permitted in a NRC or R Zoning District, subject to a limit of two commercial vehicles per dwelling unit and the following limitations:
 - a. No solid waste collection vehicle, tractor and/or trailer of a tractor-trailer truck, dump truck, cement-mixer truck, wrecker with a gross weight of 18,000 pounds or more or similar such vehicles or equipment shall be parked in any residential district.
 - b. Any commercial vehicle parked in a NRC or R Zoning District shall be owned and/or operated only by the occupant of the dwelling unit at which it is parked.

- c. A conditional use permit will be required for the parking of more than two commercial vehicles per dwelling unit.

9. The Zoning Administrator may approve a temporary parking permit, not to exceed 30 days, for special circumstances. An application must be submitted to the Business Office for review and approved by the Zoning Administrator. The applicant must comply with all rules and regulations set forth by the Zoning Administrator.

Adopted this ____ day of _____, 2020.

Jeremy Menning, Mayor

ATTEST:

Karen Wilber, Finance Officer

Seal

First Reading:
Second Reading & Adoption:
Publication:
Effective Date:

ORDINANCE NO. 689

AN ORDINANCE OF THE CITY OF HARTFORD, S.D., TO AMEND ORDINANCE #630, AUTHORIZING THE OPERATION OF GOLF CARTS ON CITY STREETS IN AND FOR THE CITY OF HARTFORD, SOUTH DAKOTA

BE IT ORDAINED BY THE CITY OF HARTFORD, S.D.:

Chapter 7.09 - GOLF CART PERMIT - APPLICATION

7.0901 Definitions

- A. "Golf Cart" - A four-wheeled vehicle originally and specifically designed and intended to transport one or more individuals and golf clubs for the purpose of playing the game of golf on a golf course.
- B. "Driver" - One who is actually engaged in the driving of a golf cart.
- C. "Permit" - No person shall operate or use a golf cart on highways under the jurisdiction of the municipality without having obtained a permit from the municipality and having supplied to the City proof of financial responsibility pursuant to SDCL §32-35-2 and SDCL §32-35-64.
- D. "Application" - Every person desiring to obtain a permit to operate a golf cart on highways under the jurisdiction of the municipality shall make an application in writing to the City Finance Office detailing a description of the golf cart proposed to be operated on highways under the jurisdiction of the municipality including the make, model and serial number of the golf cart for which the permit is sought.
- E. "Issuance" - The Finance Office shall grant a yearly permit if satisfied that the applicant has complied with all of the terms and provisions of this chapter and if the evidence submitted in support of the application meets the conditions required for the granting of such permit. A permit decal issued by the City shall be permanently affixed to the rear fender or bumper on each golf cart.

F. "Transfer" - A permit decal for a golf cart may not be transferred from one golf cart to another. A permit issued for a golf cart that is no longer in use must be surrendered or destroyed. A transfer of the permit from the owner to a new owner may occur only upon review and approval of the City Finance Office.

G. "Permit Year" - For the purpose of this section a permit year begins February 1 and ends January 31 of the following year.

7.0902 Insurance.

Before any golf cart permit is granted permitting the use of golf carts on a highway under the jurisdiction of the municipality, proof of financial responsibility for the future as provided in SDCL §32-35-2 and complying with SDCL §32-35-64 must be filed with the City Finance Office in the form of a certificate or policy of insurance issued by a responsible insurer providing liability insurance complying with SDCL §32-35-2 and SDCL §32-35-64 for the golf cart to be operated by the applicant or the applicant's designee on highways under the jurisdiction of the municipality.

The policy or certificate shall not be modified or canceled without 30 days actual notice to the City Finance Office.

The policy or certificate of liability vehicle insurance required by this section shall be approved by the City Finance Office prior to issuance of the license.

7.0903 Drivers.

No person shall drive a golf cart on a highway under the jurisdiction of this municipality without first obtaining from the State of South Dakota a valid driver's license or learner's permit in compliance with SDCL 32-12-1 through 32-12-116. No person shall be issued a permit to drive a golf cart on a highway under the jurisdiction of this municipality without first obtaining a valid driver's license or learner's permit in compliance with SDCL 32-12-1 through 32-12-116.

Proof of financial responsibility in the future must be located with the driver on the golf cart. Every golf cart owner must comply with SDCL §32-35-113 which provides:

"Every driver or owner of a motor vehicle shall at all times maintain in force one of the forms of financial responsibility on the motor vehicle by one of the following methods:

- (1) Having in force on the motor vehicle an owner's policy of liability insurance as provided in § 32-35-70;
- (2) Having in force a bond as provided in § 32-35-83;
- (3) Having a certificate of deposit of money or securities as provided in § 32-3587, but in the amount of fifty thousand dollars; or
- (4) Having a certificate of self-insurance, as provided in §§ 32-35-90 and 32-35-91, supplemented by an agreement by the self-insurer that, with respect to accidents occurring while the certificate is in force, he will pay the same amounts that an insurer would have been obligated to pay under an owner's motor vehicle liability policy if it had issued such a policy to said self-insurer.

Failure to maintain financial responsibility is a Class 2 misdemeanor." and comply with SDCL §32-35-114 which provides: "Every person who drives a motor vehicle, required to be registered in this state, if requested by a law enforcement officer as a secondary action when the driver of the vehicle is detained for a suspected violation of Title 32 or some other offense, shall provide evidence of financial responsibility."

7.0904 Hours or Operation.

Permitted golf carts may operate on highways under the jurisdiction of the City of Hartford from dawn until dusk. Operation of a golf cart from dusk until dawn is not allowed on any highways under the jurisdiction of the city unless the golf cart is equipped with operating

head lights and tail lights.

7.0905 Revocation.

Any permit issued under this section may be revoked by the City Finance Office for the violation by licensee of any applicable provisions of this code, state law or city ordinance or for other good cause.

7.0906 Fee.

The fee for a golf cart permit is \$20.00 per year.

7.0907 Operation.

No person may operate a golf cart on a state or county highway except for crossing from one side of the highway to the other. A golf cart may cross the highway at a right angle but only after stopping and yielding right of way to all approaching traffic and crossing as closely as possible to an intersection or approach. The operation of a golf cart on a state or county highway in a manner not permitted by state law is a Class 2 misdemeanor.

A person who has obtained a permit from the City of Hartford may operate a golf cart on highways under the jurisdiction of the City of Hartford except State Highway 38, County Highway 151 and County Highway 149. A permit is not necessary to operate a golf cart that is crossing 9th Street or Par Tee Drive.

The number of persons riding in a golf cart is limited to the maximum person capacity identified on the manufacture's installed placard. If there is no manufacture's placard or if the golf cart has been modified, the maximum number of persons riding in a golf cart is limited to one person per bucket seat and no more than 3 persons per bench seat.

All persons in a golf cart must remain seated - no standing is allowed while the cart is in motion.

No persons in a golf cart may be carried or sit upon a lap of another person while the vehicle is in motion.

7.0908 Penalty

A violation of this ordinance is punishable by a fine in the amount of \$200.00.

Dated adopted:

Jeremy Menning, Mayor ATTEST:

Karen Wilber, Finance Officer

(SEAL)

First Reading: 6.16.20
Second Reading: 7.7.20
Publish: 7.17.20
Effective Date: 8.6.20

Hartford Fire
City Council Report

April

37 total calls

18 calls in Hartford

No training in April due to Covid

May

18 total calls

6 calls in Hartford

Training

5-18-2020 EMS training

Stroke and Crew Resource Management

5-27-2020 Fire training

Ladder truck operator certifications, multiple individual skills stations



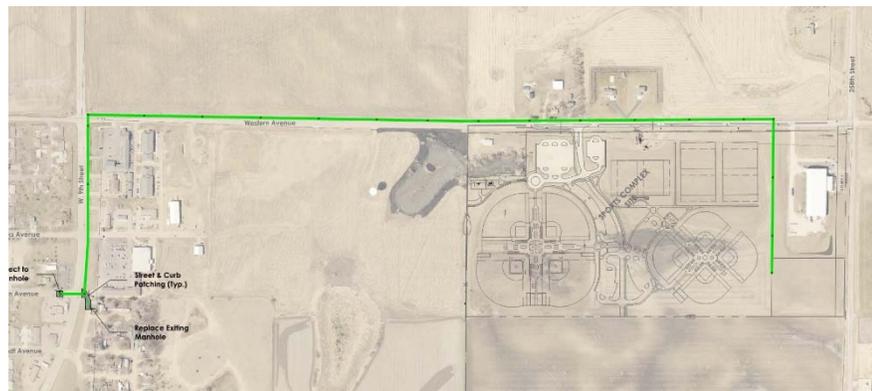
9th Street Improvements

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 scheduled to begin early July.

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 is assisting City in preparing the Preliminary Engineering Report for a grant from the U.S. Economic Development Administration.



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

CIP Updates and Rate Study

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

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

Waste Water Treatment Facility

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

Update | Stockwell staff is working with the City attorney to develop agreements and other legal documents to present to potential landowners. Stockwell staff prepared a preliminary design contract to begin survey, wetland delineation, soil borings, preliminary design and funding assistance for the project.

Action | An amendment to begin schematic design services will be presented to the Council for consideration.



Mickelson Road Improvements

The Mickelson Road project was a full reconstruction of the roadway and utilities from Patrick Avenue to Hwy 38. The construction was completed in 2019. The remaining scope of the project is working with FEMA to map the revised floodway and floodplains of the creek that passes under Mickelson Road through the new box culverts.



Update | The LOMR application was submitted to FEMA for review and approval. Stockwell is awaiting a response from the reviewer with comments, questions, or approval. If no additional info is required, a final determination will be issued within 90 days.

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: Feyder Ave Flood Plain ▪ Project Coronet ▪ EDA Grant Assistance ▪ Western Meadows Plat Review ▪ Project Cobra



AMENDMENT TO AGREEMENT

Project: Wastewater Treatment Facility

Stockwell Project No.: 18092

This is an Amendment to the Agreement for Professional Services (hereinafter "Agreement") dated April 13, 2018, by and between **STOCKWELL ENGINEERS, INC.**, 801 North Phillips Avenue, Suite 100, Sioux Falls, SD 57104, (hereinafter "Engineer") and **CITY OF HARTFORD**, (hereinafter "Client"), for the above mentioned project. Revisions to the Agreement are as described below.

Client City of Hartford
125 N Main Avenue
Hartford, SD 57033

Amendment No. 1

Attachments: Amendment for Professional Services

Scope of Services: Client hereby agrees to retain Engineer to perform the Services as outlined in the attached correspondence dated May 29, 2020.

Compensation: In consideration of the change in Work, compensation shall be amended as follows:

Original Agreement Amount:	\$72,373.00
Net Previous Amendments:	\$0.00
Current Agreement Amount:	\$72,373.00
Change this Amendment:	\$192,700.00
New Agreement Amount:	\$265,073.00

Client and Stockwell hereby amend the Agreement as set forth within. In all other respects, the original Agreement is to remain unchanged and in full force between the undersigned.

IN WITNESS WHEREOF, this Agreement is accepted on the date last written below, subject to the terms and conditions above stated and the provisions set forth herein.

CLIENT

STOCKWELL ENGINEERS, INC.

Signed: _____

Signed: _____

Name (printed): _____

Name (printed): Jon Brown, P.E.

Title: _____

Title: President

Date: _____

Date: _____

Amendment for Professional Services

City of Hartford
Wastewater Treatment Facility



18092 | SEI No.
Team Summary | Encl
Survey Limits Map | Encl

May 29, 2020

Via Email
Mrs. Teresa Sidel
City of Hartford
cityhall@hartfordsd.us

Re: Amendment for Professional Services
Wastewater Treatment Facility

Dear Mrs. Sidel,

Stockwell Engineers, Inc. (Stockwell) appreciates the opportunity to provide additional services for the abovementioned project. The extent and scope of service provided by Stockwell staff will remain the same as outlined in our original agreement executed on April 20, 2018. A summary of additional scope and compensation is provided below.

Scope of Basic Services

The following is a scope of work meant to describe services to be provided to the Client for the abovementioned project. Work listed below will be completed by Stockwell Engineers, Inc. (Stockwell) unless otherwise stated. Work not explicitly listed shall be considered an additional service. The scope is organized into the following tasks.

Task 1 | Project Initiation

- 1.1 Coordinate and conduct project kickoff meeting with Client's staff.
- 1.2 Review all background information made available to Stockwell by Client.
- 1.3 Establish list of Stakeholders.

Task 2 | Discharge Permit Compliance Assistance

- 2.1 Amend existing facility plan to comply with discharge permit issued by SDDENR.
- 2.2 Submit one electronic pdf copy of the Facilities Plan to Client for review.
- 2.3 Submit one electronic pdf copy of the Facilities Plan to the following entities for comment.
 - 2.3.1 SDDENR
- 2.4 Address comments to review documents and incorporate into final deliverables.
- 2.5 Deliver electronic pdf copies of the finalized Facilities Plan to review entities.
- 2.6 Deliver to Client one electronic pdf copy of the finalized Facilities Plan.

Proposal for Professional Services

City of Hartford

Wastewater Treatment Facility

Deliverables: Facilities Plan

Task 3 | Site Exploration and Survey

- 3.1 Notify affected property owners of pending survey.
- 3.2 Request permission to survey on private property. Where denied, Client shall negotiate and provide Site.
- 3.3 Research existing easements and plats of record at county courthouse for properties within and adjacent to the project. Client to provide title search if necessary.
- 3.4 Contact public and private utility companies to inform them of the project and request background information.
- 3.5 Request utility locates through the State One Call System, if available.
- 3.6 Delineate wetlands within project limits.
- 3.7 Conduct field survey of land within Client provided Site. Survey to be performed in a manner to record the site's topology and features to a reasonable accuracy. Stockwell to perform the following:
 - 3.7.1 Establish benchmarks and control points throughout site.
 - 3.7.2 Search for existing boundary markers and survey those found.
 - 3.7.3 Investigate below ground facilities accessible at the time of survey and record dimensional characteristics.
 - 3.7.4 Survey subsurface facilities located by utility company's Agent at the time of survey.
 - 3.7.5 Survey topology and above ground features.
 - 3.7.6 Survey delineated wetlands.
- 3.8 Procure geotechnical exploratory service contract with subconsultant. Stockwell to provide Client copy of subconsultant's report. Stockwell is not responsible for any impact on Client's Project caused by subsurface conditions. Stockwell is entitled to rely on the accuracy of information and services provided by subconsultant.
- 3.9 Recommend location and extent of soil boring services necessary for the Project.
- 3.10 Prepare topographic survey utilizing AutoCAD Civil 3D for use by Stockwell in development of plan documents.

Deliverables: Geotechnical Report

Task 4 | Schematic Design

- 4.1 Notify the following regulatory agencies about the Project and request their review.
 - 4.1.1 SDDENR agencies.
 - 4.1.2 Department of Agriculture.
 - 4.1.3 Army Corp of Engineers.
 - 4.1.4 Game Fish and Parks.
 - 4.1.5 Fish and Wildlife.
- 4.2 Notify State Historical Preservation Office (SHPO) about the project and request their review. Client to provide archeological survey, if required.

Proposal for Professional Services

City of Hartford

Wastewater Treatment Facility

- 4.3 Establish Design Criteria
 - 4.3.1 Identify existing wastewater flow rates and wastewater strength and project for an estimated 2045 population.
 - 4.3.2 Consult with South Dakota Department of Environment and Natural Resources to determine preliminary discharge requirements for National Pollutant Discharge Elimination System Permit (NPDES). Stockwell to inquire about future regulatory limits regarding nutrient removal.
- 4.4 Evaluate treatment alternatives
- 4.5 Propose general layout and alignment of improvements. Improvements to be designed to local industry accepted standards. Where available, Stockwell shall implement Client's published standards.
- 4.6 Review layouts with Client's staff.
- 4.7 Review layouts with stakeholders. Anticipated groups include private utilities and funding agencies
- 4.8 Develop preliminary opinion of estimated construction costs for the Project.
- 4.9 Client to develop funding strategy for the Project.
- 4.10 Prepare schematic plan submittal. Schematic plan to contain information suitable to convey to the Client the following:
 - 4.10.1 General layout of improvements
 - 4.10.2 Impacted stakeholders.
 - 4.10.3 Construction phasing.
 - 4.10.4 Preliminary opinion of estimated construction costs.
 - 4.10.5 Client's funding strategy.
- 4.11 Submit one electronic pdf copy of the schematic plan to Client for review.
- 4.12 Submit one electronic pdf copy of the schematic plan to the following entities for comment.
 - 4.12.1 Private utility companies.
 - 4.12.2 Funding Agencies
- 4.13 Address comments to review documents and incorporate into final deliverables.
- 4.14 Deliver electronic pdf copies of the finalized schematic plan to review entities.
- 4.15 Deliver to Client one electronic pdf copy of the finalized schematic plan.

[Deliverables: Schematic Plan and Cost Estimates](#)

Task 5 | Funding Assistance

- 5.1 Prepare Wastewater Facilities Plan Submittal. Update Facilities Plan to include results of Client approved schematic plan. Facilities plan to contain information suitable to accompany the Client's application for funding under the State Revolving Fund (SRF).
- 5.2 Submit one electronic pdf copy of the Facilities Plan to Client for review.
- 5.3 Submit one electronic pdf copy of the Facilities Plan to the following entities for comment.
 - 5.3.1 SDDENR
- 5.4 Address comments to review documents and incorporate into final deliverables.
- 5.5 Deliver electronic pdf copies of the finalized Facilities Plan to review entities.

Proposal for Professional Services

City of Hartford
Wastewater Treatment Facility

5.6 Deliver to Client one electronic pdf copy of the finalized Facilities Plan.

[Deliverables: Facility Plan](#)

Additional Services

A non-comprehensive outline of additional services and exclusions from Stockwell's proposal are listed below. If authorized in writing by Client, Stockwell will furnish additional services over and above the amount set forth by this agreement. Compensation for additional services will be at Stockwell's current hourly rates or otherwise as mutually agreed upon by both parties.

- Review and Filing Fees
- Wetland mitigation plan
- Archeological Survey
- Title search of properties
- Establishing Cost Recoveries
- 404 Nation Wide Permit Application
- Development of Cost Recovery Districts
- Public Meetings
- Construction Documents

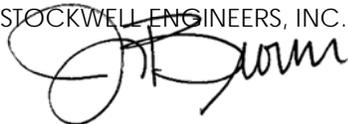
Compensation

Client shall pay Stockwell for Basic Services set forth above as follows:

- 1.1 A Lump Sum amount of **\$192,700**. Compensation will not exceed the total Lump Sum amount unless approved in writing by the Owner.
- 1.2 The Lump Sum includes compensation for Engineer's services and services of Engineer's Subcontractors and Subconsultants, if any. Appropriate amounts have been incorporated in the Lump Sum to account for labor costs, overhead, profit, and expenses (other than any expressly allowed Reimbursable Expenses).
- 1.3 In addition to the Lump Sum, Engineer is also entitled to reimbursement from Owner for Reimbursable Expenses.
- 1.4 The portion of the Lump Sum amount billed for Engineer's services will be based upon Engineer's estimate of the percentage of the total services actually completed during the billing period. Engineer may also bill for any Reimbursable Expenses incurred during the billing period.

Sincerely,

STOCKWELL ENGINEERS, INC.



Jon Brown, P.E.
President

HARTFORD WASTEWATER TREATMENT FACILITY

City of Hartford



Aaron Moen, P.E., PMP
Project Manager



Mitch Mergen, P.E.
Client Liason



Jon Brown, P.E.
Client Representative



Ryan Truax, E.I.T.
Environmental



Jim Housiaux, P.E.
Wastewater Engineer



Shane Dennis, E.I.T.
Environmental

HARTFORD WWTF

PROJECT TEAM



Aaron Moen, P.E., PMP
Project Manager

Aaron is a senior project manager and practicing engineer who recently joined our team at Stockwell Engineers. Aaron graduated from South Dakota State University with a Masters Degree in Civil and Environmental Engineering with a thesis in membrane filtration technology. Aaron brings nearly 25 years of leading and managing various large scale capitol projects ranging from Bio-chemical process plants to water resource improvement projects.



Jon Brown, P.E.
Client Representative

Jon is President and Principal Engineer for Stockwell Engineers Inc., and has over 25 years of design and municipal engineering experience, many of those years serving in the capacity of City Engineer for numerous surrounding communities. Jon will act as Client Representative for the project offering his 20 plus years of experience with Hartford's system to the design team.



Mitch Mergen, P.E.
Client Liason

Mitch will act as the Client Liason updating City staff and Council as the project progresses. Mitch is an experience municipal engineer who represents various cities throughout the area, advising them of their infrastructure needs. Since 2004, Mitch has worked with the City of Hartford and has been involved with most every City project during this time. He brings extensive knowledge of the City's current and future infrastructure needs to this project.



Jim Housiaux, P.E.
Wastewater Engineer

Jim has over 30 years experience in wastewater design. Most of his experience has been in evaluating and recommending wastewater treatment solutions for municipal and industrial clients with an emphasis on wastewater conveyance, treatment, and discharge in compliance with regulatory permits. His municipal experience ranges from simple land based treatment processes to a variety of mechanical treatment processes.



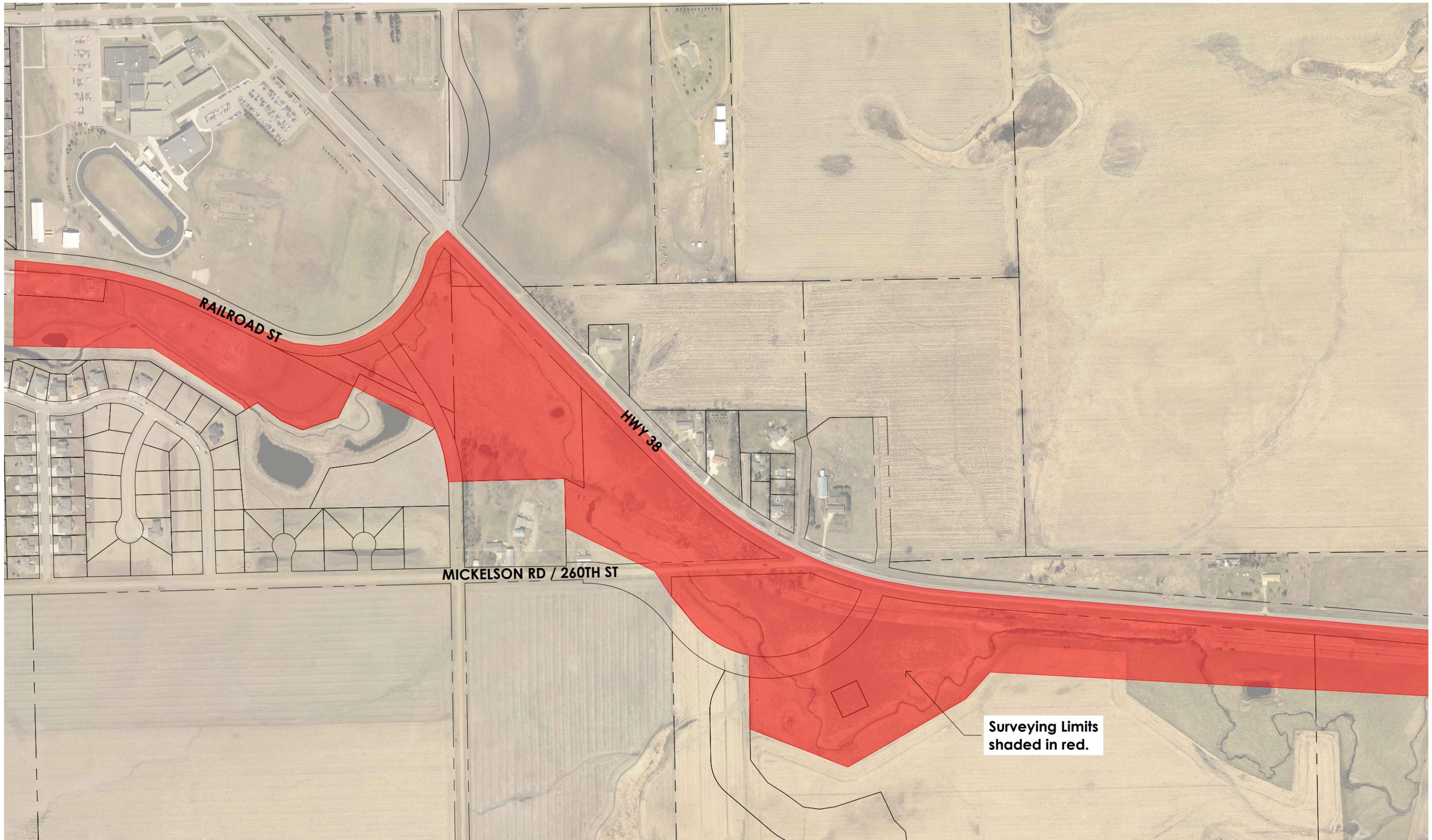
Ryan Truax, E.I.T.
Environmental

Ryan is an engineer in training with a Masters Degree from South Dakota School of Mines & Technology in Civil and Environmental Engineering. With a thesis in geo-chemistry and experience with water resources, Ryan will assist the design team in evaluating treatment alternatives for the project. Ryan was involved with past updates to Hartford's facility plans and is familiar with the City's current and future challenges.



Shane Dennis, E.I.T.
Wastewater Design

Shane is a young engineer in training who joined our company in 2018. Shane is currently pursuing his Masters Degree in Civil and Environmental Engineering and is applying his knowledge to projects within our office. Shane has experience with operating and designing wastewater systems and providing construction administration services for various projects.



18092 - Survey Limits.dwg

Hartford Wastewater Facility - Surveying Limits Exhibit 1

Hartford, South Dakota



Scale: 1" = 400'





HWY 38

465TH AVE

Surveying Limits shaded in red.

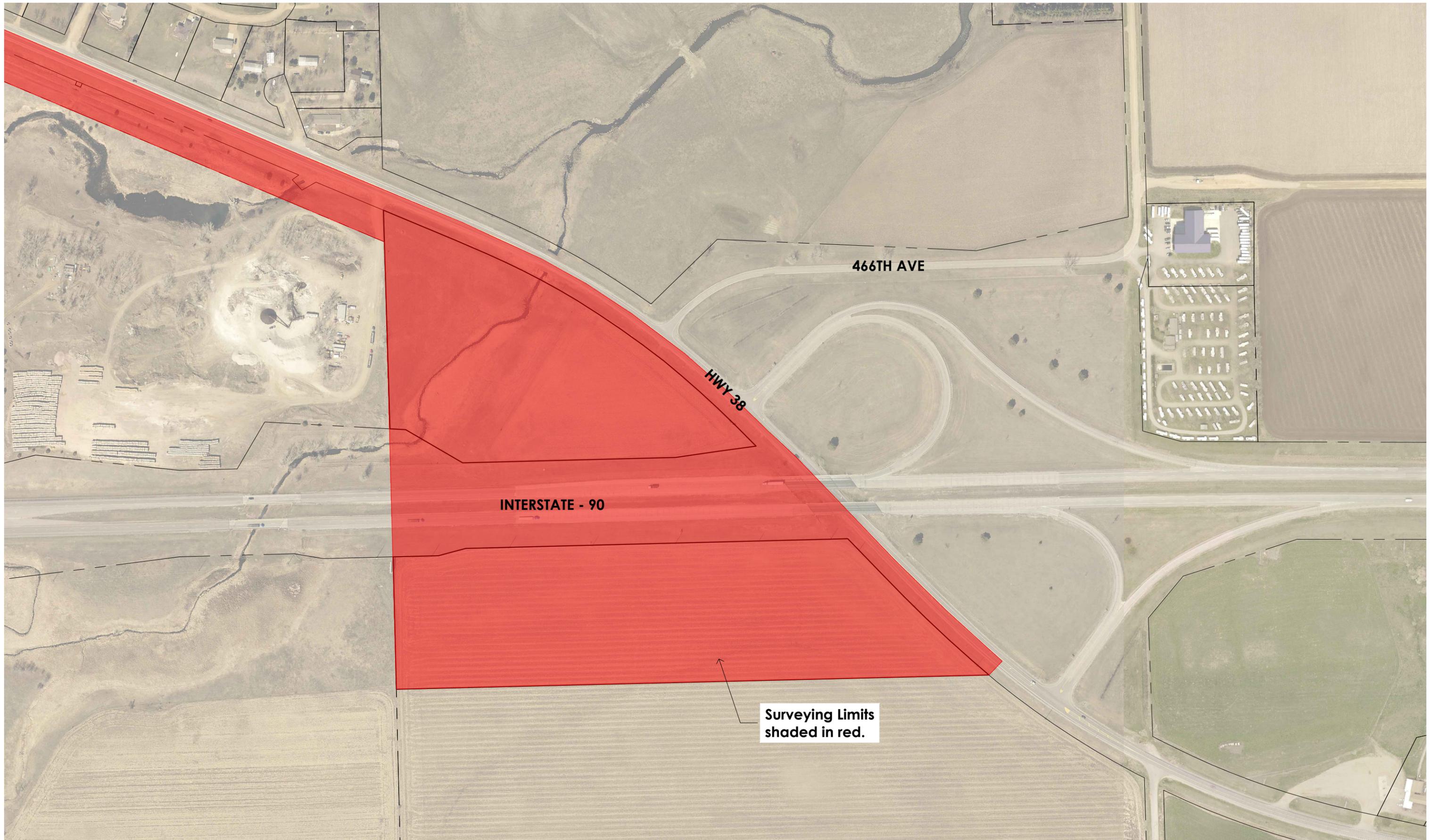
18092 - Survey Limits.dwg

Hartford Wastewater Facility - Surveying Limits Exhibit 2
Hartford, South Dakota



Scale: 1" = 400'





18092 - Survey Limits.dwg



Scale: 1" = 300'

Maintenance Report – 6/16/2020

June 11, 2020

Streets

Slurry seal – We are having a pre-con Thursday the 18th. We will get a schedule at this time.

Mag water – We are mag watering today.

Roads – We have some alley work to do, which we are hoping to work on next week.

Equipment- All of the equipment is running well.

Maintainer – The maintainer is done and running well.

Dump truck – We are working on a plan to get the two trucks, as of now we are planning on driving them back.

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 – Nothing new at this time.

Downtown lights – The brackets for the banners and baskets are here and we will be installing them in the next few weeks. Paul with Sioux Valley Electric is going to check and see if the LED's can be adjusted on the lights at 2nd Street and 1st Street.

Mosquito fogger – Jesse had the fogger out this week, we will continue to monitor and spray as needed throughout the summer.

Street sweeping – Jesse had the sweeper out this week. We will, or planning on having it out at least once a week.

Speed trailer – The speed trailer is out by the park.

Drainage areas – Terry has started working on the drainage areas. They have been weed whipping the cattails and also started spraying them. We will be cleaning inlet boxes out later this summer as time allows.

Water

Meters – We are planning on installing meters next week. We plan on doing them like we did last time. We took a couple of days a week and drove around and caught people at home. With COVID 19 this year it might be a little harder to get them done.

Reports – No reports due at this time.

Sewer

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

Reports – The DMR's are done and sent in for last month.

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. The park building is finished. The wood chips have been put down by the playground equipment. The guys are replacing some sidewalk throughout the park, we might be done this week if we can get concrete.

Turtle Creek – June Hansen with South Dakota Board on Geographic Names sent an e-mail the other day, things should be moving ahead in July.

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.

Pool – Neil has the pool open and things are going well.

Sports complex – The concrete work at the Sports Complex is done, we are finishing the dirt work and will be seeding later. We have been working on the future building site, we should be done next week.

Public Buildings – Project done.

FINANCE OFFICER REPORT

June 16, 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 May 31st

	<u>May 31, 2019</u>	<u>May 31, 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 st Penny	\$ 131,400.85	\$ 154,496.10	\$ 23,095.25
2 nd Penny	\$ 131,400.85	\$ 154,496.07	\$ 23,095.22
3 rd Penny	\$ 18,078.70	\$ 21,443.50	\$ 3,364.80

Committee Funds: Attached are the committee reports as of May 31, 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:

Bumblebee-Gibson, Inc.	18,079.18	1 st Application of Mag Water
Hartford Senior Center.	900.00	Apr – June 2020 Library Space Rental
Hawkins, Inc.	6,506.53	Pool Chemicals
Metering & Technology Solutions	14,991.92	41 New Meters
Minnehaha Community Water Corp	1,452.82	Take Over Service-2 Vandemark Ave Properties
Powerplan (RDO)	24,226.89	Repairs to Maintainer
Precision Concrete, LLC	17,147.02	Concrete Sidewalk Work at Sports Complex
Reliabank Dakota	43,466.25	Debt Service
SD DENR	600.00	2020 State Drinking Water Fee
Signature Streetscapes	3,215.00	Banners/Arms/Baskets for Downtown Lights
Splitrock Landscaping & Nursery, Inc.	1,548.68	Seeding on Vandemark Ave Street Project
USBank Trust, NA	99,001.67	Debt Service

Ward 3 Election: The election will be held next Tues June 23rd with polls open from 7am to 7pm. We have received a record number of absentee ballots, so I am expecting traffic on the day of the election to be down. Due to the pandemic, some of our previous election workers opted not to work. Our new election board will consist of Georgia Viereck, Rosey Quinn and Darla Lawver. I need a motion to appoint/approve them as our new election board.

Swimming Lessons: Embe normally holds two sessions of swimming lessons at the pool. This year, due to opening later, they will only be holding the July session. That session will start on July 6th and run for two weeks. Registration is done through the Embe website. There is a link to this website on the Swimming Pool page of our website.

Calendar of Events:

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

June 2020:

Tuesday, 16 th	City Council Meeting @ City Hall, 7pm
Thursday, 18 th	Coffee with the Cops @ Stomping Grounds, 7am
Friday, 19 th	HADF Meeting @ Stomping Grounds, 7:30am

Tuesday, 23 rd	City Election @ City Hall, 7am-7pm
Friday, 26 th	HADF Meeting @ Stomping Grounds, 7:30am
Tuesday, 30 th	Planning & Zoning Meeting @ City Hall, 7pm
<u>July 2020:</u>	
Friday, 3 rd	July 4 th Holiday Observed – City Hall Closed
Tuesday, 7 th	City Council Meeting @ City Hall, 7pm
Friday, 10 th	HADF Meeting @ Stomping Grounds, 7:30am
Sunday, 12 th	HASR Meeting @ Blue 42, 7pm
Monday, 13 ^h	Chamber Meeting @ Fire Station, 6:30pm
Tuesday, 14 ^h	Planning & Zoning Meeting @ City Hall, 7pm
Thursday, 16 th	Coffee with the Cops @ Stomping Grounds, 7am
Friday, 17 th	HADF Meeting @ Stomping Grounds, 7:30am
Tuesday, 21 st	City Council Meeting @ City Hall, 7pm
Friday, 24 th	HADF Meeting @ Stomping Grounds, 7:30am
Tuesday, 28 th	Planning & Zoning Meeting @ City Hall, 7pm
Friday, 31 st	HADF Meeting @ Stomping Grounds, 7:30am

Prepared by: Karen Wilber

BIKE/REC TRAIL COMMITTEE FUNDS

(as of May 31, 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
Year 2019				
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
Deposit (interest)	5/31/2020	\$0.43		\$49,067.53
TOTALS TO DATE for 2020		\$44,005.91	\$0.00	\$49,067.53

To date, the balance of Bike/Rec Trail fund is \$49,067.53

Summary of Expenses:	
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 May 31, 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
Year 2020				
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
Interest Deposit	5/31/2020	\$1.99		\$224,130.76
TOTALS		\$100,038.66	\$2,676.75	\$224,130.76

To date, the balance of Sports Complex funds is \$224,130.76

Summary of Expenses:	
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 May 31, 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
Year 2019				
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
Interest Deposit	5/31/2020	\$0.18		\$20,588.60
TOTALS		\$10,003.43	\$0.00	\$20,588.60

To date, the balance of Downtown fund is \$20,588.60

Summary of Expenses:	
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

Election Workers

2020

Ward 1

Rosey Quinn
100 E 9th St, Lot H
Hartford, SD 57033

Ward 2

Darla Lawver
509 Tess Ave
Hartford, SD 57033

Ward 3

Georgia Viereck
508 N. Vandemark Avenue
Hartford, SD 57033

Pay Schedule

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

Explanation of Agenda ItemsVisitors:

- **Jesse Fonkert – MCEDA:** Jesse Fonkert, Executive Director for Minnehaha County Economic Development Association, would like to address the council by giving an update on MCEDA.
- **Leah Johnson – Jamboree Committee:** The Jamboree Committee met last Monday (6/8) and discussed possible events for 2020. Leah will be present to update the council on those discussions. From my understanding, the committee would still like to hold a car parade on June 20th later in the afternoon but still possibly plan a one-day event for some time in September.

Applications, Agreements, Hearings, Resolutions & Ordinances:

- **2nd Reading of Ordinance 688 – Revise Title 12:** Title 12 of the city's current municipal code is language that governs the penalties for violations of a municipal code. Wording has been added (the underlined second paragraph) to state that penalties for violations of Title 7 of the city's municipal code, which is our traffic regulation, are punishable by a fine amount that has been established by the courts. This will allow the sheriff department to issue tickets for traffic violations and allow the city to get a portion of that fine verses receiving nothing. This was discussed by the council a few months ago and it was the council consensus at that time to move forward with writing tickets off municipal ordinance verses state, so we get a portion of the fine amount. Once this ordinance has been enacted, we are clear to implement the new ticketing procedure.
- **1st Reading of Ordinance #687:** About a month ago a resident had called to request a temporary parking pass to allow him to park his camper in his back yard for approximately 5-6 weeks during a home remodel project. They would be using the camper for temporary living quarters – sleeping, cooking, eating during the remodel of their home. They have a steep driveway and leveling the camper in the driveway would be difficult. All parking on private property is addressed in the city's zoning regulations for Off-Street parking. These regulations are for permanent off-street parking such as parking pads and driveways that become part of the permanent site, but they do not address temporary parking. I had him come before the P&Z Board with his request and it was granted with conditions. During this process, it was evident that the city needed some wording in our ordinance that address temporary parking in special circumstances, so the Board directed me to propose an amendment to the ordinance. Our municipal ordinance has exceptions for temporary on-street parking but there is nothing for off-street parking. Proposed changes would add Section 9 under Off-Street Parking to our Zoning Regulations to allow the Zoning Administrator to approve temporary off-street parking, not to exceed 30 days, for special circumstances under rules and regulations set forth by the Zoning Administrator – this was reviewed by the P&Z board and they are recommending approval by the city council.
- **1st Reading of Ordinance #689:** This ordinance would amend the city's golf cart ordinance. At our last meeting, it was noted that the sheriff department has been dealing with more and more calls about unsafe situations with too many riders upon a cart. After discussion with Officer Ryan, we are proposing Ordinance #689, which adds wording under section 7.0907 (Operations) that defines a limit to the number of riders allowed on a cart, plus adds wording that would not allow standing or persons sitting upon the lap of another when the cart is in motion.

Reports (Action Items):

- **City Engineer Report:**
 - **Review/Approve WWTF Schematic Design Agreement:** The enclosed agreement amendment would allow Stockwell Engineers begin schematic design work for the city's future wastewater treatment facility. The amendment includes a scope of work, a summary of Stockwell's team and the anticipated survey limits. The scope of work would include basic services to assist with the city's discharge permit compliance, survey the project limits, perform soil borings, perform wetland delineation, perform schematic design, update the facilities plan and assist with funding applications. In order to meet funding application deadlines, the work will need to be started soon.

- **Finance Officer Report:**
 - **Appointment of 2020 Municipal Election Workers:** Due to the COVID-19 pandemic, our previous election workers have decided not to work our election. Karen has lined up Rosey Quinn, Darla Lawver and Georgia Viereck to take their places. We will need a motion to appoint them as the 2020 Election Workers for June 23rd.

Old Business:

- **Employee Manual Updates:** After discussion with Karen and Gabe, the only changes we are proposing from our previous meeting is to the Vacation and Sick Leave sections. We are proposing wording to require salary (exempt) employees to utilize either vacation or sick leave only if they do not work a 40 hour week. We base salary off a 40 hour work week so it makes sense to use this standard for leave requests. If a salary employee has 40 hours in for the week by Wednesday, then they are able to take the rest of the week off without using leave but if the salary employee has worked only 38 hours during the week, then they would be required to use hours from their vacation or sick bank.

These are the proposed updates - they 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 we have a salary employee, so we have reviewed the entire employee manual and suggest the changes outlined below.

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 how many hours they work and by the nature of their job they flex hours throughout the week.
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. Wording would reiterate that salary employees will be paid their regular salary amount whether they utilize sick or vacation leave. But it also adds working that would clarify when the city expects a salary employee to draw from their sick or vacation leave bank. The suggested wording states that a salary employee would need to draw from either their sick or vacation leave bank if they do not work 40 for any given week. If the salary employee works 40 hours, then the use of vacation or sick leave is not mandated by 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.

New Business:

- **Transfer of land to HADF:** The city owns land to the SW of Hartford. The council has had discussions about transferring this land to the HADF for a future project.

Non-Agenda Updates

- **Free Landfill Passes:** I just received word on Thursday that the Sioux Falls Landfill will be approving free dump passes to Sioux Falls residents and the surrounding communities that have applied. The passes will be available on July 1st.
- **Bike Trail Grant:** At budget time the Bike/Rec Committee asked for funds to help with the completion of phase 6 of the master bike trail plan. This stretch would run along the creek from Feyder Ave to Main Ave. Cost estimate was around \$225,000. We want to try and secure a Transportation Alternative grant from the SD DOT that would pay up to 80% of these costs. To apply for the grant, the city needs to send a letter of intent to the State in July and the actual grant application is due in October. We will be moving forward with this letter of intent unless the council sees otherwise.
- **Wellmark Grant:** On a good note, the city has received a Wellmark 3-Point Play Community Award Grant. Wellmark Blue Cross and Blue Shield works with Division 1 Universities in Iowa and South Dakota to inspire sports fans to eat right, move more and feel better. Their program allows fans to nominate their hometown for every field goal (football) or 3-pointer (basketball) made by USD for a chance to win funding for community health improvement projects. We must have a lot of USD fans from Hartford because we were awarded \$12,520 in grant funds. The city can use these funds for health

improvements projects – they mostly go towards pools, bike trails and parks. Unfortunately, the funds allotted would probably not cover a bike trail or pool project, but I did talk with them about improvements with our playground equipment. New playground equipment in Turtle Creek Park is needed but a system would cost over the \$12,520 allotted so I then talked to them about paying to sandblast, repaint, purchase wood/fiber chips, edging, and placement for the system we purchased from Sioux falls a couple of years ago. The marketing team from Wellmark loved the idea of refurbishing existing equipment and would gladly approve this project for the funds. It would save the city time and cost of refurbishing and placing this equipment with our staff. I have talked with Craig and we are going to gather a quote for this project if the council wants to move forward with this idea. If the council has any other suggestions, please let me know and I can talk with the grant facilitator about it. Wellmark would like a project identified by the city by the end of June.

- **Sales Tax Figures:** With the onset of COVID and having several businesses either partially or totally shutting down for a couple of months, I have been a little nervous about how this would affect the city's sales tax revenue. Sales tax revenue make up about 30-35% of the city's revenue budget so a drop in this would definitely affect our revenue stream and the city's capacity of staying within budget. If you have reviewed the city's sales tax revenue figures, it shows that we are about \$115,000 ahead of last year for 1st and 2nd penny revenue and a little over \$7,000 ahead on our 3rd penny sales tax revenue – which is good, but those figures represent 9 payments from the state through May in 2019 and 10 payments from the state through May in 2020. So, these 2020 figures have an extra payment included in the total figure. But I am still cautiously optimistic that our sales tax figures have not been hit too hard by this pandemic and we are still on track to gain or at least stay constant with our sales tax revenue.

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

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. If a salary employee does not work at least 40 hours in any given week, they will be required to utilize vacation leave during that week if the absence is not related to sick leave.

Section 6.3 - Sick Leave

The following will be added:

Salaried employees taking sick leave will be paid their regular salary amount. If a salary employee does not work at least 40 hours in any given week, they will be required to utilize sick leave during that week if the absence is related to sick leave.

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)