

Hartford City Council Agenda
Tuesday, September 17, 2019 - 7:00 p.m.
Hartford City Hall

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

Business Items

- Roll Call of Mayor and City Council Members
- Additions to the Agenda/Approve Agenda
- Approve Minutes of Previous Meeting(s)
 - *Regular Meeting Minutes - 09/03/2019
- 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

- Amy Sebert - End of Season Pool Report for 2019

Applications, Hearings, Resolutions and Ordinances

- 2nd Reading of Ordinance #678 - 2020 Appropriations

Reports

- Fire Department Report - Chief Bryon Shumaker
- Recreation Director Report - Nate Velander
- Chamber & Economic Development Director Report - Jesse Fonkert
- City Engineer Report - Stockwell Engineers
 - *Pay Application #5 to Soukup Construction on Vandemark Road Project - \$286,316.49
 - *Discuss Soukup Proposal for 9th Street Project
- Public Works Superintendent Report - Craig Wagner
- Finance Officer Report - Karen Wilber
- City Administrator Report - Teresa Sidel

New Business

- Discuss Mickelson Road Project
 - *Confirm assessment cost of Street, utilities and sidewalk
 - *Confirm payment plan options, timeline and interest
 - *Set Public Hearing Date & Time for Proposed Assessments
- Discuss Recreational Program

Correspondence

Executive Session (SDCL 1-25-2)

Adjournment

Next City Council Meeting: Tuesday - October 1, 2019

City Council Meeting – Regular Meeting September 3, 2019

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

BUSINESS ITEMS:

- **Approve Agenda:** A motion was made by Kuehl, second by Brenneman to approve the agenda as set - all voted yes, motion carried.
- **Approval of the Minutes:** A motion was made by Kuehl, second by Brenneman to approve the regular meeting minutes from August 20, 2019 – Monahan abstained with all others voting yes, motion carried. A motion was made by Kuehl, second by Nelson to approve the special 2020 budget meeting minutes from August 26, 2019 – all voted yes, motion carried.

PUBLIC COMMENTS: None.

APPLICATIONS, HEARINGS, RESOLUTIONS AND ORDINANCES:

- **1st Reading of Ordinance #678 – 2020 Appropriations:** Ordinance #678 is the ordinance that outlines the 2020 budget that was voted on by the Council at the August 26, 2019 special budget meeting. A motion was made by Nelson, second by Brenneman to approve the 1st reading of Ordinance #678 2020 Appropriations – all voted yes, motion carried.

REPORTS:

- **Sheriff's Department Report:** Deputy Phil Ryan was not present but provided a report to the city council review which highlighted service calls during the past month.
- **Engineer Report:** The engineer report was provided. Updates include: Vandemark Roadway Improvements – Curb and gutter are done, and paving is scheduled for the week of September 2nd, with sidewalk and seeding to follow. Change Order #2 was presented to the city council for review and discussion. This change order would include work to improve the gravel section of 9th Street from Vandemark Avenue to Par Tee Drive. This section of roadway has been slowly deteriorating and this would allow the contractor on site to rebuild the base and place additional gravel materials to help stabilize the road. The city engineer vetted question from the council and discussed options. A motion was made by Nelson, second by Kuehl to approve change order #2 to Soukup Construction for \$64, 852.00 – Brenneman voted no, with all others voting yes, motion carried. The city engineer also informed the council that 9th street from Vandemark west to Hwy 38 will most likely be a 2020 project – the contractor believes they cannot do any work this fall and cannot guarantee pricing. Advice from the city engineer was to consider bidding 9th street early next year as a separate project. More discussion will be held at future meetings. Mickelson Road Improvements – This project is substantially complete and open for traffic. The contractor will be completing miscellaneous punch list items over the next few weeks. Pay Application #13 was presented to the council for review. A motion was made by Monahan, second by Kuehl to approve pay application #13 to Soukup Construction for \$185,918.82 – all voted yes, motion carried. Swenson Park Grading – The site has been re-seeded, and the seed is germinating. Engineers will monitor its progress.
- **Public Works Report:** Public Works Superintendent Craig Wagner provided his report to the council. Highlights include:
 - Streets** – Crack sealing will be done in a few weeks. Gravel roads are being maintained. There will be a few more signs placed along Mickelson Road, including some seat buckle signs that were provided by the Minnehaha Sheriff's Department. Traffic counter are out. Wagner did ask the council to possibly consider adding improvements on W 4th Street to next year's projects.
 - Water** – Meter read outs are slowly being changed. Samples have been taken and sent in and Metro Construction will be installing new water mains in the Turtle Creek Development in the coming weeks.
 - Sewer** – 4G update for the main lift station has been received and will be installed shortly. We are discharging from our lagoons.
 - Parks** – Mowing is slowing down, but the city will be fertilizing later this fall.
 - Miscellaneous:** The pool has been closed and winterized. Three benches need to be installed along the bike trails. Some dirt work and seeding need to be completed by the new score boards at the sports complex.
- **Finance Officer Report:** City Finance Officer Karen Wilber was not present but provided a report for city council review that included a summary of the financials and a calendar of events for September.

- **City Administrator Report:** City Administrator Sidel's report was provided to the council. Sidel will be presenting a supplemental appropriation ordinance to the council in the next month or so. The sale of the Vandemark sales tax bond went well and the city received a good rate – closing is set for September 17th. The Western Group will present a draft compensation report to the city this week and hopefully present a formal report to the city council within the next month. A resolution to approve the city's comprehensive plan was denied by the Minnehaha County Commission on August 27th. Although approving this resolution would not guarantee joint jurisdiction, it is one of many steps to seeking joint jurisdiction within the city's growth area. Commissioners wanted to see some public involvement before moving ahead with the process. It was the consensus of the city council to move forward with a public meeting and invite all property owners within the city's growth area and the county commissioners. City council was also asked for their input on subleasing billboards – it was the consensus of the city council that no sublease would be allowed.

NEW BUSINESS:

- **Mayoral Appointments – City Engineer and City Attorney:** Mayor Menning appointed Stockwell Engineers as the City Engineer until September 2020. A motion was made by Nelson, second by Glanzer to approve Mayor Menning's appointment of Stockwell Engineers as the City Engineer until September 2020 – all voted yes, motion carried. Mayor Menning appointed Frieberg, Nelson and Ask as the City Attorney until September 2020. A motion was made by Monahan, second by Brenneman to approve Mayor Menning's appointment of Frieberg, Nelson and Ask as the City Attorney until September 2020 – all voted yes, motion carried.

CORRESPONDENCE: Dave and Victoria Obenauer sent a letter to the City council and Mayor noting their investment into downtown Hartford and hope for continued revitalization. They are pleased with the transformation of the Mundt Building and are excited for the opening of Joshua's Coffee House.

EXECUTIVE SESSION: A motion was made Monahan, second by Kuehl to enter executive session pursuant to SDCL 1-25-2 (1) for personnel at 7:36pm – all voted yes, motion carried. A motion was made by Monahan, second by Brenneman to exit executive session at 7:58pm – all voted yes, motion carried.

ADJOURNMENT: A motion was made by Monahan, second by Nelson to adjourn at 7:59pm – 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>
Checking	1				
Checking	1	Fund: 101 GENERAL FUND			
ABBUSINESS	A&B BUSINESS, INC.		09/04/2019	IN651919	343.32
101 4142 424		AUG 2019 - USAGE CHARGE			61.75
101 4142 434		SEPT 2019 RENTAL - COPIER & 6 PRINTERS			281.57
				Vendor Total:	343.32
A1	A-1 PORTABLE TOILETS		08/23/2019	47622	113.00
101 4521 424		PORTABLE TOILET RENT - DUMPSITE			113.00
A1	A-1 PORTABLE TOILETS		08/26/2019	47689	113.00
101 4521 424		PORTABLE AT TURTLE CREEK FIELD			113.00
				Vendor Total:	226.00
A1ELEC	A1 ELECTRIC, PLUMBING, HEAT & AIR		08/26/2019	11713	588.16
101 4511 425		PARTS/LABOR FOR SWITCH TO POOL PUMP			588.16
				Vendor Total:	588.16
ALLINONE	ALL-IN-ONE LANDSCAPING		09/06/2019	1350	1,500.00
101 4521 429		REMOVAL OF 10 TREES			1,500.00
				Vendor Total:	1,500.00
ANDERSONP	ANDERSON PUBLICATIONS, INC.		08/31/2019	86063	519.04
101 4521 423		PUB NOT - YARDWASTE SITE			10.14
101 4652 423		7/30 P&Z MEETING			57.80
101 4652 423		PUB NOT - HAUGO VARIANCE			7.10
101 4652 423		PUB NOT - JOINT COMM/CC MGT			10.14
101 4511 423		PUB NOT - POOL POWER HOUR			5.00
101 4511 423		PUB NOT - POOL CLOSING			5.00
101 4142 423		PUB NOT - WC JR ACHIEVEMENT			7.44
101 4142 423		JULY 2019 PAYROLL REPORT			24.34
101 4142 423		8/7 CC MEETING			132.33
101 4142 423		AUG 2019 BILL REPORT			82.47
101 4142 423		8/20 CC MEETING			147.23
101 4142 429 1		1YR SUBSCRIPTION - MESSENGER			30.05
				Vendor Total:	519.04
ANDEELLI	ANDERSON, ELLIE		08/16/2019	REIMB LG CERT	191.86
101 4511 427		REIMB LG CERTIFICATION CLASS			191.86
				Vendor Total:	191.86
ASHPROT	ASH PROTECTIVE SERVICES		08/18/2019	85544	1,548.00
101 4521 429		ASH BORER TREETMENT - 10 TREES			1,548.00
				Vendor Total:	1,548.00

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<u>Account Number</u>					<u>Amount</u>
BRANVALL	BRANDON VALLEY JOURNAL		08/29/2019	4423	8.29
101 4652 423		NOT OF PUB HEAR 8/27 JOINT COMM/CC MTG			8.29
Vendor Total:					8.29
BUSSACCT	BUSS ACCOUNTING AND CONSULTING, PC		08/29/2019	11936	319.50
101 4142 422		501C(3) APP FOR HARTFORD HOMETOWN XMAS			319.50
BUSSACCT	BUSS ACCOUNTING AND CONSULTING, PC		08/29/2019	11937	612.38
101 4142 422		501C(3) APP/FEE FOR DOWNTOWN HARTFORD			612.38
Vendor Total:					931.88
CTYHART	CITY OF HARTFORD		08/27/2018	08272019 STMT	1,040.37
101 4521 428		W/S-TURTLE CREEK RR			238.65
101 4521 428		W/S-PARK HANDICAP RR			61.59
101 4521 428		W/S-SPORTS COMPLEX			22.55
101 4511 428		W/S-SWIMMING POOL			133.57
101 4511 428		W/S-POOL CHEMICAL BLDG			358.96
101 4192 428		W/S-OLD SHOP			33.13
101 4192 428		W/S-NEW MAINT SHOP			144.26
101 4192 428		W/S-CITY HALL			47.66
Vendor Total:					1,040.37
CTYSOOFALL	CITY OF SIOUX FALLS		08/15/2019	15552	176.00
101 4511 426		POOL WATER TESTS (JULY)			176.00
Vendor Total:					176.00
CLARPAUL	CLARKE, PAUL		08/31/2019	AUGUST 2019	178.50
101 4652 427		AUG 2019 MILEAGE			178.50
Vendor Total:					178.50
COFFEECUP	COFFEE CUP FUEL STOPS - AUTO PMTS		09/01/2019	090119 STMT	508.23
101 4521 426		FUEL - PARKS			363.43
101 4311 426		FUEL - STREETS			144.80
Vendor Total:					508.23
CONCRE	CONCRETE MATERIALS		08/29/2019	74369	347.15
101 4311 4251		ASPHALT FOR STREEET PATCH			347.15
Vendor Total:					347.15
COREMAIN	CORE & MAIN LP		08/16/2019	L034749	168.00
101 4311 426		BLADE FOR CUTTING ASPHALT			168.00
Vendor Total:					168.00
DIAMON	DIAMOND VOGEL PAINTS		08/27/2019	287276651	116.90
101 4521 426		PAINT FOR SOCCER FIELDS			116.90
Vendor Total:					116.90
DUMKBRAD	DUMKE, BRAD		09/05/2019	091719	525.00

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Invoice</u>	<u>Amount</u>
101 4142 426		VIDEO PRODUCTION - HARTFORD PARKS & REC			525.00
Vendor Total:					525.00
EICH	EICH LAW OFFICES, PROF. LLC		08/20/2019	22756	1,663.15
101 4142 422		RE-ESTABLISH DOWNTOWN HARTFORD, INC.			1,663.15
EICH	EICH LAW OFFICES, PROF. LLC		08/18/2019	22827	1,208.40
101 4142 422		ESTABLISH HARTFORD HOMETOWN XMAS, INC			1,208.40
Vendor Total:					2,871.55
FIRSBANK	FIRST NATIONAL BANK OMAHA		08/27/2019	082719 STATE	53.25
101 4142 422 2		IT SERVICE - BOX			53.25
FIRSBANK	FIRST NATIONAL BANK OMAHA		08/17/2019	082719 STMT	346.77
101 4142 422 2		MICROSOFT - OFFICE 365 SUBSCRIPTIONS			49.50
101 4142 422 2		MICROSOFT - EMAIL ACCOUNTS			24.00
101 4142 426		SPORTS ENGINE - WEBPAGE DESIGN			250.00
101 4142 426		AMAZON - J FONKERT LEATHER JOURNAL			14.76
101 4192 426		WALMART - C WAGNER PHONE CASE			8.51
Vendor Total:					400.02
FONKJES	FONKERT, JESSE		09/04/2019	09042019 VOUCHER	84.00
101 4142 427		AUG 2019 MILEAGE			84.00
Vendor Total:					84.00
FRIEBE	FRIEBERG, NELSON & ASK, LLP		08/20/2019	64275	887.30
101 4142 422		EARLEY ABATEMENT CASE			887.30
FRIEBE	FRIEBERG, NELSON & ASK, LLP		08/20/2019	64297	75.00
101 4142 422		MATTHIES ABATEMENT CASE			75.00
Vendor Total:					962.30
GILLESPIE	GILLESPIE OUTDOOR POWER EQUIPMENT		08/20/2019	37397	14.38
101 4521 425		2 OIL FILTERS			14.38
GILLESPIE	GILLESPIE OUTDOOR POWER EQUIPMENT		08/23/2019	37485	131.71
101 4521 425		OIL FOR MOWERS			131.71
GILLESPIE	GILLESPIE OUTDOOR POWER EQUIPMENT		08/29/2019	37627	112.91
101 4521 426		MOWER BLADES			112.91
GILLESPIE	GILLESPIE OUTDOOR POWER EQUIPMENT		09/09/2019	37783	77.44
101 4521 425		WHEEL BEARINGS FOR MOWER REPAIRS			77.44
Vendor Total:					336.44
GOLDENWEST	GOLDEN WEST TELECOMMUNICATIONS COOPERATIVE, INC.		09/01/2019	09012019 STATE	473.40
101 4511 428		PHONE-POOL			(20.50)
101 4192 428		PHONE-OFFICE FAX LINE			44.97
101 4192 428		PHONE-OFFICE LINE 2			54.31

<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 4192 428		PHONE-CHAMBER/EDD			63.67	
101 4192 428		PHONE-OFFICE LINE 1/INTERNET			165.81	
101 4192 428		PHONE-OFFICE LINE 3			48.96	
101 4192 428		PHONE-CITY SHOP/INTERNET			116.18	
					Vendor Total:	473.40
GOV OFFICE	GOV OFFICE, LLC		08/01/2019	INV2117	550.00	
101 4142 434 1		ANNUAL WEBSITE HOSTING FEE			550.00	
					Vendor Total:	550.00
HALVGRAC	HALVORSON, GRACE		08/16/2019	REIMB LG CERT	186.50	
101 4511 427		REIMB LG CERTIFICATION CLASS			186.50	
					Vendor Total:	186.50
HARTF9	HARTFORD BUILDING CENTER, INC.		08/31/2019	08312019 STMT	596.33	
101 4511 426		POOL - DEGREASER			16.99	
101 4511 426		POOL - DEGREASER			33.98	
101 4511 426		POOL - MURIATIC ACID			13.98	
101 4511 426		POOL - ANTI FREEZE			179.64	
101 4511 426		POOL - DEGREASER/BRASS BUSHINGS			20.96	
101 4511 425		POOL - PARTS FOR REMOVING WATER FEATURES			61.63	
101 4511 425		POOL - PARTS FOR REMOVING WATER FEATURES			4.57	
101 4511 425		POOL - PARTS FOR REMOVING WATER FEATURES			19.32	
101 4511 425		POOL - RETURN EXTRA WATER FEATURE PARTS			(5.55)	
101 4192 426		PUB BLDG - BALLAST/BATTERIES/DUCK SEAL			40.77	
101 4311 426		STREETS - PAINT ROLLER COVERS			20.56	
101 4311 426		STREETS - FASTENERS FOR STREET SIGNS			9.84	
101 4521 426		PARK - ANTI FREEZE			179.64	
					Vendor Total:	596.33
HEARTT	HEART T STOP		09/01/2019	5716	1,253.59	
101 4521 426		FUEL - PARKS			961.79	
101 4311 426		FUEL - STREETS			291.80	
					Vendor Total:	1,253.59
JARDJOSS	JARDING, JOSSLIN		08/16/2019	REIMB LG CERT	191.86	
101 4511 427		REIMB LG CERTIFICATION CLASS			191.86	
					Vendor Total:	191.86
JAYMAR	JAYMAR BUSINESS FORMS, INC.		08/15/2019	57472	92.65	

<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 4231		500 BUSINESS CARDS -WAGNER			92.65
JAYMAR	JAYMAR BUSINESS FORMS, INC.		08/31/2019	57532	70.39
101 4142 4231		500 BUSINESS CARDS - KUCHTA			70.39
JAYMAR	JAYMAR BUSINESS FORMS, INC.		08/31/2019	57533	70.39
101 4142 4231		500 BUSINESS CARDS - FONKERT			70.39
Vendor Total:					233.43
MATHLINW	MATHESON TRI-GAS INC		08/31/2019	51503848	75.01
101 4192 426		SHOP WELDING SUPPLIES			75.01
Vendor Total:					75.01
MIDAME	MIDAMERICAN ENERGY COMPANY		08/19/2019	08192019 STATE	597.80
101 4192 428		GAS-NEW SHOP			8.00
101 4192 428		GAS-OLD SHOP			8.00
101 4192 428		GAS-CITY HALL			8.00
101 4511 428		GAS-POOL			25.42
101 4511 428		GAS-POOL			548.38
Vendor Total:					597.80
MJDESIGNS	MJ DESIGNS		08/21/2019	HAR LOGOS	360.00
101 4142 426		DESIGN LOGOS HARTFORD AREA RECREATION			360.00
Vendor Total:					360.00
NAPA	NAPA AUTO PARTS OF HARTFORD		08/16/2019	121800	118.86
101 4311 425		WINDSHILED WASHER FLUID			11.94
101 4311 425		OIL FOR PICKUPS			54.96
101 4311 425		OIL FOR SKIDSTEER			51.96
NAPA	NAPA AUTO PARTS OF HARTFORD		08/21/2019	122026	20.73
101 4311 426		15 X 2 TOW STRAP			20.73
Vendor Total:					139.59
OFFICEELE	OFFICE ELEMENTS COMPANY		08/15/2019	188778-0	17.99
101 4652 426		NAME PLATE - T GRAHAM			17.99
Vendor Total:					17.99
QUILL	QUILL CORPORATION		09/03/2019	9910061	576.83
101 4142 426		OFFICE CHAIR - FONKERT			149.99
101 4142 426		VARIOUS SIZE 3-RING BINDERS			225.83
101 4142 426		4 CASES COPY PAPER			131.96
101 4142 426		BATTERIES/POST ITS/WHITE OUT			45.27
101 4142 426		KCUP COFFEE			14.99
101 4142 426		DISPOSABLE GLOVES			8.79
QUILL	QUILL CORPORATION		09/03/2019	9920422	99.99
101 4142 426		OFFICE CHAIR - REC DIRECTOR			99.99
Vendor Total:					676.82
RBS	RBS SANITATION, INC.		08/15/2019	081519 STMT	520.80

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Invoice</u>	<u>Amount</u>
101 4521 428		YARD WASTE DUMPSTERS			520.80
Vendor Total:					520.80
RELIA	RELIABANK DAKOTA		09/01/2019	MICKELSON RD	11,739.48
				10/2019	
101 4756 441		PRINCIPAL - MICKELSON ROAD PROJECT			5,650.55
101 4756 442		INTEREST - MICKELSON ROAD PROJECT			6,088.93
Vendor Total:					11,739.48
SDDEP2	SD DEPARTMENT OF REVENUE - AUTO PMTS		08/31/2019	08/2019 SALES	165.50
101 4142 4540		SALES TAX DUE - AUGUST			165.50
Vendor Total:					165.50
SICHMCKEN	SICHMELLER, MCKENNA		08/21/2019	REIMB LG CERT	191.86
101 4511 427		REIMB LG CERTIFICATION CLASS			191.86
Vendor Total:					191.86
SIDETERE	SIDEL, TERESA		09/03/2019	09032019 VOUCHER	60.00
101 4142 428		AUG CELL PHONE REIMBURSEMENT			60.00
Vendor Total:					60.00
SFNETWORKS	SIOUX FALLS NETWORKS		09/01/2019	10347	134.55
101 4142 422 2		IT MAINT SERVICE - SEPT 2019			134.55
Vendor Total:					134.55
SIOUXV	SIOUX VALLEY ENERGY		08/28/2019	08282019 STATE	6,574.37
101 4192 428		ELEC-TAMMEN WEATHER SIREN			58.79
101 4192 428		ELEC-NEW CITY SHOP			171.30
101 4192 428		ELEC-OLD CITY SHOP			103.97
101 4192 428		ELEC-CITY HALL			216.17
101 4192 428		ELEC-STORAGE BLD BY MEM PARK			84.28
101 4311 428		ELEC-CROSSING LTS S OF HS			50.00
101 4311 428		ELEC-BILLBOARDS			216.27
101 4311 428		ELEC-STREET LIGHTS			4,139.80
101 4311 428		ELEC-CROSSING LTS N OF HS			50.00
101 4311 428		ELEC-WELCOME SIGN-HWY 38/WESTERN			64.71
101 4311 428		ELEC-WELCOME SIGN HWY 38			72.25
101 4311 428		ELEC-NEW CROSSWALK SERVICE			50.00
101 4311 428		ELEC-WELCOME SIGN WESTERN/DIAMOND TRL			60.31
101 4521 428		ELEC-TURTLE CREEK RR			64.33
101 4521 428		ELEC-PARK SHELTERS			152.57
101 4521 428		ELEC-SPORTS COMPLEX			99.55
101 4521 428		ELEC-DAVID ROE FIELDS -			59.55

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Invoice</u>	<u>Amount</u>
<u>Account Number</u>					
101 4521 428		NORTH LIGHTS			69.10
101 4521 428		ELEC-DAVID ROE FIELDS - EAST LIGHTS			59.55
101 4511 428		ELEC-POOL			731.87
Vendor Total:					6,574.37
STOCKW	STOCKWELL ENGINEERS		08/14/2019	9737	2,686.80
101 4652 422		KNAPPS LANDING PLAN REVIEW & W/S TESTING			491.20
101 4652 422		WESTERN MEADOWS PLAN REVIEW			1,293.00
101 4652 422		SCHWARTZLE APARTMENT DRAINAGE			172.40
101 4652 422		MEETINGS/REPORTS/MILEAGE			730.20
Vendor Total:					2,686.80
SUNSHINE	SUNSHINE FOODS		09/01/2019	090119 STMT	15.87
101 4142 426		OFFICE - POP			15.87
SUNSHINE	SUNSHINE FOODS		09/01/2019	090119 STMT POOL	159.32
101 4511 426		POOL - CONCESSIONS			159.32
Vendor Total:					175.19
TAMMENAUTO	TAMMEN AUTO & TIRE, INC.		08/06/2019	158911	154.51
101 4521 425		REPLACEMENT OF 2 MOWER TIRES			154.51
TAMMENAUTO	TAMMEN AUTO & TIRE, INC.		08/28/2019	159201	62.06
101 4521 425		NEW LAWN MOWER TIRE			62.06
Vendor Total:					216.57
UNITEDLAB	UNITED LABORATORIES, INC.		07/24/2019	INV261807	317.54
101 4521 426		PARKS - DEODORIZING PELLETS			317.54
Vendor Total:					317.54
USBANKLOAN	US BANK TRUST N.A.		08/29/2019	C461104-02 10/01/19	13,726.29
101 4752 441		LOAN PRINCIPAL			11,973.14
101 4752 442		LOAN INTEREST			1,753.15
Vendor Total:					13,726.29
VANDIEST	VAN DIEST SUPPLY COMPANY		08/31/2019	254984	2,160.00
101 4311 436		MOSQUITO CHEMICALS			2,160.00
Vendor Total:					2,160.00
VERIZO	VERIZON WIRELESS		08/22/2019	9836613181	333.83
101 4192 428		CELLS-PUBLIC WORKS			124.63
101 4142 428		CELL-CHAMBER/EDD			44.56
101 4521 428		CELL SERV-LANDFILL CAMERA			40.01
101 4652 428		CELLS-BP & CODE ENF			53.38
101 4211 428		CELL-MINN SHERIFF			26.69
101 4512 428		CELL-REC DIRECTOR			44.56

<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:	333.83
VOTHBRYA	VOTH, BRYAN		08/31/2019	08312019	27.30	
				VOUCHER		
101 4652 427		AUG MILEAGE REIMBURSEMENT			27.30	
					Vendor Total:	27.30
XXX	XXX STUMP GRINDING, LLC		09/03/2019	687915	1,125.00	
101 4521 429		STUMP GRINDING OF 15 TREES			1,125.00	
					Vendor Total:	1,125.00
					Fund Total:	59,078.41
Checking	1	Fund: 505	MICKELSON ROAD PROJECT			
STOCKW	STOCKWELL ENGINEERS		08/14/2019	9654	3,596.46	
505 5501 422		MICKELSON ROAD CONSTRUCTION			3,596.46	
					Vendor Total:	3,596.46
					Fund Total:	3,596.46
Checking	1	Fund: 506	VANDEMARK STREET PROJECT			
STOCKW	STOCKWELL ENGINEERS		08/14/2019	9664	34,600.69	
506 5501 422		VANDEMARK AVE STREET IMPROVEMENTS			34,600.69	
					Vendor Total:	34,600.69
					Fund Total:	34,600.69
Checking	1	Fund: 602	WATER FUND			
BADMET	BADGER METER		08/29/2019	80036966	26.70	
602 4335 422		AUG 2019 - FEE TO READ 60 METERS			26.70	
					Vendor Total:	26.70
CTYSOOFALL	CITY OF SIOUX FALLS		08/15/2019	15552	159.50	
602 4335 422		CITY WATER TESTS (JULY)			159.50	
					Vendor Total:	159.50
METETECH	METERING & TECHNOLOGY SOLUTIONS		09/03/2019	15141	391.86	
602 4334 426		WATER METERS			391.86	
					Vendor Total:	391.86
MINNEH	MINNEHAHA COMMUNITY WATER CORPORATION		09/03/2019	09032019 STATE	15,355.26	
602 4334 4261		BULK WATER PURCHASE			15,355.26	
					Vendor Total:	15,355.26
PETTY	PETTY CASH		09/10/2019	09102019	161.67	
				VOUCHER		
602 4335 4261		POSTAGE-AUGUST WATER BILLS			150.07	
602 4335 4261		POSTAGE-W/S DELINQUENT LETTERS			11.60	
					Vendor Total:	161.67
SDWATE	SD WATER & WASTEWATER ASSOCIATION		08/21/2019	2019 DUES OKANE	5.00	

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Invoice</u>	<u>Amount</u>	
<u>Account Number</u>					<u>Amount</u>	
602 4335 427		2019 MEMBER DUES - OKANE			5.00	
						Vendor Total: 5.00
SIOUXV	SIOUX VALLEY ENERGY		08/28/2019	08282019 STATE	280.06	
602 4332 428		ELEC-N WATER TOWER/SIREN			280.06	
						Vendor Total: 280.06
USBANKLOAN	US BANK TRUST N.A.		08/29/2019	C462104-02 10/15/19	14,572.14	
602 4441 441		LOAN PRINCIPAL			12,457.17	
602 4441 442		LOAN INTEREST			2,114.97	
USBANKLOAN	US BANK TRUST N.A.		08/29/2019	C462104-03 10/15/19	19,157.95	
602 4442 441		LOAN PRINCIPAL			14,907.44	
602 4442 442		LOAN INTEREST			4,250.51	
						Vendor Total: 33,730.09
						Fund Total: 50,110.14
Checking	1	Fund: 604 SEWER FUND				
AMERENGI	AMERICAN ENGINEERING TESTING, INC.		08/27/2019	401577	436.00	
604 6040 422		WATER ANALYSIS			436.00	
						Vendor Total: 436.00
BADMET	BADGER METER		08/29/2019	80036966	26.70	
604 6040 422		AUG 2019 - FEE TO READ 60 METERS			26.70	
						Vendor Total: 26.70
CTYHART	CITY OF HARTFORD		08/27/2018	08272019 STMT	39.28	
604 6040 428		W/S-SEWER PLANT			39.28	
						Vendor Total: 39.28
HARTF9	HARTFORD BUILDING CENTER, INC.		08/31/2019	08312019 STMT	30.43	
604 6040 425		SEWER - PARTS FOR BLOWER REPAIRS			29.03	
604 6040 425		SEWER - PARTS FOR BLOWER REPAIRS			1.40	
						Vendor Total: 30.43
MIDAME	MIDAMERICAN ENERGY COMPANY		08/19/2019	08192019 STATE	8.00	
604 6040 428		GAS-SEWER PLANT			8.00	
						Vendor Total: 8.00
MINNDEEDS	MINNEHAHA COUNTY REGISTER OF DEEDS		09/03/2019	09032019 STMT	30.00	
604 6040 439		FILE DEED ON LAND PURCHASED FROM BROWER			30.00	
						Vendor Total: 30.00
OMNISITE	OMNI-SITE		08/27/2019	67069	645.82	
604 6040 426		DIALER FOR MAIN LIFT			645.82	

<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>STATION</u>			<u>Amount</u>
					Vendor Total: 645.82
PETTY	PETTY CASH		09/10/2019	09102019 VOUCHER	161.68
604 6040 4261		POSTAGE-AUGUST WATER BILLS			150.08
604 6040 4261		POSTAGE-W/S DELINQUENT LETTERS			11.60
					Vendor Total: 161.68
SDWATE	SD WATER & WASTEWATER ASSOCIATION		08/21/2019	2019 DUES OKANE	5.00
604 6040 427		2019 MEMBER DUES - OKANE			5.00
					Vendor Total: 5.00
SIOUXV	SIOUX VALLEY ENERGY		08/28/2019	08282019 STATE	2,919.70
604 6040 428		ELEC-MAIN LIFT STATION			1,037.36
604 6040 428		ELEC-WASTE WATER LAGOONS			1,717.32
604 6040 428		ELEC-SAGEHORN LIFT STATION			73.11
604 6040 428		ELEC-MICKELSON/HWY 38 LIFT STATION			91.91
					Vendor Total: 2,919.70
STOCKW	STOCKWELL ENGINEERS		08/14/2019	9695	2,678.80
604 6040 439		INDUSTRIAL PARK SANITARY SEWER EXTENTION			2,678.80
					Vendor Total: 2,678.80
USBANKLOAN	US BANK TRUST N.A.		08/29/2019	C461104-01 10/01/19	10,002.65
604 4323 441		LOAN PRINCIPAL			8,725.09
604 4323 442		LOAN INTEREST			1,277.56
USBANKLOAN	US BANK TRUST N.A.		08/29/2019	C461104-03 10/01/19	5,230.12
604 4321 441		LOAN PRINCIPAL			4,670.09
604 4321 442		LOAN INTEREST			560.03
USBANKLOAN	US BANK TRUST N.A.		08/29/2019	C461104-04 10/15/19	9,793.83
604 4327 441		LOAN PRINCIPAL			8,372.37
604 4327 442		LOAN INTEREST			1,421.46
USBANKLOAN	US BANK TRUST N.A.		08/29/2019	C461104-05 10/15/19	8,927.09
604 4328 441		LOAN PRINCIPAL			6,617.25
604 4328 442		LOAN INTEREST			2,309.84
USBANKLOAN	US BANK TRUST N.A.		08/29/2019	C461104-06 10/15/19	17,591.60
604 4329 441		LOAN PRINCIPAL			8,433.54
604 4329 442		LOAN INTEREST			9,158.06
					Vendor Total: 51,545.29
					Fund Total: 58,526.70
					Checking Account Total: 205,912.40

Check Register by Type
 Prepaid Checks

<u>Check Number</u>	<u>Check Date</u>	<u>Cleared</u>	<u>Void</u>	<u>Void Date</u>	<u>Entity ID</u>	<u>Entity Name</u>	<u>Check Amount</u>
42966	08/21/2019				SDWATE	SD WATER & WASTEWATER ASSOCIATION	240.00
42967	08/21/2019				HARTF5	HARTFORD SENIOR CITIZENS	9,000.00
42968	08/21/2019				HUMBOLDT	HUMBOLDT FIRE & AMBULANCE SERVICE	15,000.00
42969	08/21/2019				HARTFIRE	HARTFORD AREA FIRE AND RESCUE, INC.	35,000.00
42970	08/21/2019	X			SOUKUP	SOUKUP CONSTRUCTION, INC.	297,250.19
42971	08/21/2019	X			SOUKUP	SOUKUP CONSTRUCTION, INC.	272,486.38
42983	09/09/2019				SOUKUP	SOUKUP CONSTRUCTION, INC.	185,918.82
42984	09/09/2019				STERCLEA	STERI-CLEAN	9,114.40
Checking Account ID: 1					Void Total:	0.00	Total without Voids: 824,009.79
Check Type Total: Check					Void Total:	0.00	Total without Voids: 824,009.79
Payee Type Total: Vendor					Void Total:	0.00	Total without Voids: 824,009.79
Grand Total:					Void Total:	0.00	Total without Voids: 824,009.79

ORDINANCE NO. 678
2020 APPROPRIATION ORDINANCE

Be it ordained by the City of Hartford, that the following sums are appropriated to meet the obligations of the municipality for the fiscal year beginning January 1, 2020 and ending December 31, 2020.

Section 1.

	General Fund	3rd Penny Sales Tax Fund	Sports Complex Fund	Capital Project Fund 506	Capital Project Fund 507	Memo Total
Governmental Funds						
410 General Government						
411 Legislative	28,120.00					28,120.00
411.5 Contingency	50,000.00					50,000.00
412 Executive	5,370.00					5,370.00
413 Elections	935.00					935.00
414 Financial Administration	390,005.00					390,005.00
419 Other	57,750.00					57,750.00
Total General Government	\$ 532,180.00	\$ -	\$ -	\$ -	\$ -	\$ 532,180.00
420 Public Safety						
420 Public Safety	1,000.00					1,000.00
421 Police	252,930.00					252,930.00
422 Fire	139,000.00					139,000.00
Total Public Safety	\$ 392,930.00	\$ -	\$ -	\$ -	\$ -	\$ 392,930.00
430 Public Works						
431 Highways and Streets	717,085.06			339,700.00	-	1,056,785.06
432 Sanitation/Sewage					933,000.00	933,000.00
433 Water					-	-
434.3 Adm/General				72,700.00	401,000.00	473,700.00
439 Transit	9,300.00					9,300.00
Total Public Works	\$ 726,385.06	\$ -	\$ -	\$ 412,400.00	\$ 1,334,000.00	\$ 2,472,785.06
440 Health and Welfare						
441 Health	3,300.00					3,300.00
442 Home Health						-
443 Mental Health Centers						-
444 Humane Society						-
445 Drug Education						-
446 Ambulance						-
447 Hospitals, Nursing Homes & Rest Homes						-
Total Health and Welfare	\$ 3,300.00	\$ -	\$ -	\$ -	\$ -	\$ 3,300.00
450 Culture and Recreation						
451 Recreation	174,905.00		100,000.00	-		274,905.00
452 Parks	348,691.00					348,691.00
455 Libraries	3,600.00					3,600.00
456 Auditorium						-
457 Historical Preservation						-
458 Museum						-
Total Culture and Recreation	\$ 527,196.00	\$ -	\$ 100,000.00	\$ -	\$ -	\$ 627,196.00

	General Fund	3rd Penny Sales Tax Fund	Sports Complex Fund	Capital Project Fund 506	Capital Project Fund 507	Memo Total
460 Conservation and Development						
463 Urban Redevelopment and Housing						-
465 Economic Development and Assistance	180,600.00	47,000.00				227,600.00
466 Economic Opportunity						-
Total Conservation and Development	\$ 180,600.00	\$ 47,000.00	\$ -	\$ -	\$ -	\$ 227,600.00
470 Debt Service						
471 Principal	268,530.60					268,530.60
472 Interest	125,320.11					125,320.11
Total Debt Service	\$ 393,850.71	\$ -	\$ -	\$ -	\$ -	\$ 393,850.71
480 Intergovernmental Expenditures						-
490 Miscellaneous						
491 Judgements and Losses						-
499 Liquor						-
Total Miscellaneous	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Appropriations and Accumulations	<u>\$ 2,756,441.77</u>	<u>\$ 47,000.00</u>	<u>\$ 100,000.00</u>	<u>\$ 412,400.00</u>	<u>\$ 1,334,000.00</u>	<u>\$ 4,649,841.77</u>

Section 2

	General Fund	3rd Penny Sales Tax Fund	Sports Complex Fund	Capital Project Fund 506	Capital Project Fund 507	Memo Total
Governmental Funds						
Unassigned Fund Balance	75,873.13			412,350.00	-	488,223.13
310 Taxes						
311.01 Property Tax - Current Yr	1,360,039.00					1,360,039.00
311.02 Current Year minus 1	4,800.00					4,800.00
311.07 Tax on Mobile Home	1,000.00					1,000.00
311.09 Tax - Other	500.00					500.00
313.00 Sales Tax	880,000.00	64,000.00				944,000.00
314.00 Taxes Collected	3,000.00					3,000.00
315.00 Amusement	225.00					225.00
317.00 Excise Tax	75.00					75.00
319.00 Penalties/Interest Taxes	900.00					900.00
320 Licenses and Permits	54,084.00					54,084.00
330 Intergovernmental Revenue	100,900.00		100,000.00		360,000.00	560,900.00
340 Charges for Goods and Services	39,900.00					39,900.00
350 Fines and Forfeits	6,500.00					6,500.00
360 Miscellaneous Revenue	228,645.64	100.00	700.00	50.00	200.00	229,695.64
363 Special Assessments					-	-
390 Other Sources					974,000.00	974,000.00
Total Means of Finance	<u>\$ 2,756,441.77</u>	<u>\$ 64,100.00</u>	<u>\$ 100,700.00</u>	<u>\$ 412,400.00</u>	<u>\$ 1,334,200.00</u>	<u>\$ 4,667,841.77</u>

ORDINANCE NO. 658
2019 APPROPRIATION ORDINANCE
(continued)

Section 3

	<u>Water Fund</u>	<u>Sewer Fund</u>
Proprietary and Fiduciary Funds		
Beginning Unrestricted Cash	-	13,371.16
Estimated Revenue	621,650.00	484,860.00
TOTAL AVAILABLE	<u>621,650.00</u>	<u>498,231.16</u>
Less Appropriations (Expenses)	520,320.36	498,231.16
Less Depreciation Reserve (SDCL 9-21-12)		
ESTIMATED SURPLUS/REVENUE	<u>\$ 101,329.64</u>	<u>\$ -</u>

The auditor/finance officer is directed to certify the following dollar amount of tax levies made in this ordinance to the County Auditor.

Adopted this 17th day of September, 2019

Jeremy Menning, Mayor

Attest - Karen Wilber, Finance Officer

(seal)

First Reading: 9-3-19
Second Reading: 9-17-19
Published: 9-26-19
Effective Date: 10-16-19

REVENUES

2020 Proposed 2019 Budgeted 2018 Actual

Comments

101-General Fund

101-17601	Transfer In	-		2382.79	Transfer from other funds - none anticipated
101-3111	Current Year Taxes	1,360,039.00	1,250,653.00	1,136,283.28	This will set the mill levy at 6.60%-this is the maximum amount allowed
101-3112	Current Year Minus 1	4,800.00	6,000.00	4,520.04	Estimate based on previous years (2019 slightly less)
101-3116	All Other Prior Years Taxes	500.00	1,000.00	-	Estimate based on previous years (50% less)
101-3117	Mobile Home Taxes	1,000.00	700.00	2,013.10	Estimate - varies by homes moved in and out
101-3118	Amusement Machine Taxes	225.00	200.00	228.00	Estimate from previous years - tax from the state
101-3131	1st Penny Sales Tax	440,000.00	435,000.00	434,960.39	Est from previous year-to date 2019 slightly higher than 2018
101-3133	2nd Penny-Cap Accumulations	440,000.00	435,000.00	434,960.35	Est from previous year-to date 2019 slightly higher than 2018
101-314	Cable TV Receipts	22,000.00	20,000.00	21,851.47	Estimate from previous years - Goldenwest cable franchise tax
101-3141	State Sales Tax Collected	3,000.00	3,000.00	2,879.46	Estimate based on previous years-Collected from sales
101-3142	Excise Taxes Collected	75.00	50.00	89.99	Estimate based on previous years-Collected from services
101-315	Insurance Claims & Dividends	-	-	1,117.96	None Anticipated
101-319	Penalties and Interest on Taxes	900.00	1,000.00	974.41	Estimate based on previous years - lower the last 2 years
101-321	Liquor Licenses	13,844.00	15,440.00	12,844.00	Based on number of liquor licenses
101-3211	Video Lottery Fee	1,700.00	1,500.00	1,700.00	Based on the number of lottery machines within city
101-3219	Publishing Fees - Liquor/Garbage	540.00	540.00	540.00	Alcohol Renewals/trans (\$460) & Garbage Lic renewals (\$80)
101-324	Building Permits	15,000.00	17,000.00	11,700.55	Estimate based on previous years-# of permits down but fees increased
101-3242	Build Permits Park Revenue	16,000.00	18,000.00	13,303.15	Estimate based on previous years-# of permits down but fees increased
101-3245	Zoning, Plats, Variances Fees	300.00	500.00	140.00	Estimate based on previous years
101-328	Billboard Rentals	25,620.00	26,520.00	27,534.23	Anticipate revenue based on lease Agreements if all renew
101-32801	Billboard Security Deposits	-	1,000.00	2,000.00	Security Deposits for 2020 - None anticipated
101-329	Other Licenses and Permits	7,000.00	7,000.00	6,419.00	Est from previous yrs (Pets, golf carts, contractors, garbage, etc)
101-330	Cellular Antenna Lease	31,555.32	31,236.24	30,883.63	Based on renewal rates per agreements
101-331	Federal Grants	-	-	-	None Anticipated (Grants for Western are in fund 507)
101-334	State Grants	3,200.00	3,500.00	23,301.00	State mosquito grant
101-3351	Bank Franchise Tax	34,000.00	32,000.00	33,141.49	Estimate from previous years
101-33510	Prorated Port of Entry	2,000.00	1,700.00	2,008.09	Estimate from previous years - our anticipated share from the county
101-3353	Alcoholic Beverage Revenue	16,000.00	16,000.00	15,937.90	Estimate from previous years (our share from state)
101-3354	5% Motor Vehicle Tax	19,000.00	19,000.00	19,993.11	Estimate from previous years (our share from county)
101-3382	County Hwy and Bridge Fund	23,000.00	20,000.00	23,653.79	Estimate from previous years (our share from county)
101-3383	Wheel Tax	3,700.00	3,600.00	3,784.82	Estimate from previous years (our share from the county)
101-340	Alfalfa Lease (sports complex)	-	-	-	Alfalfa lease expired on 3/1/18
101-3462	Swimming Pool Fees	25,000.00	25,800.00	26,636.59	Estimate from previous years, 2019 est slightly lower (more rain days)
101-3463	Recreation Fees	8,600.00			Summer Rec Prog 2K and various camps, soccer, VB, FB, day trips, trnys
101-3464	Concession Stand Revenue	6,000.00	4,700.00	5,312.64	Estimate from previous years, 2019 sales higher
101-349	Transit Revenue	-	Moved to below	Moved to below a	None - Consolidated with ICAP
101-34981	Transit Rev - Fares/Donations	-	800.00	2,686.23	None - Consolidated with ICAP
101-34982	Transit Rev-Grant Reimbursements	-	35,000.00	19,910.40	None - Consolidated with ICAP
101-34983	Transit Rev-Advertisement	-	2,000.00	2,420.00	None - Consolidated with ICAP
101-351	Court Fines/Parking Tickets	6,500.00	4,000.00	6,083.10	Estimate from previous years, plus 2019 estimate
101-360	Supply Reimbursements	600.00			Chamber/HADF reimbursement for office supplies
101-361	Bank Interest Earned	2,000.00	1,000.00	3,683.62	Estimate-depends on interest rates,Less funds in reserves (Mickelson Rd)
101-36197	Bank Interest - Bike/Rec Trail	-	-	(31.15)	Depends on amount granted by city council to Bike/Rec Committee
101-36198	Bank Interest - DTRD	-	2.75	3.72	Depends on amount granted by city council to Downtown Committee

101-362	Rentals	900.00			Park Shelter (\$700) & picnic table (\$200) rentals
101-36340	Special Assessments - Principal	-	-	-	Assessments for Mickelson Rd & Vandemark are not anticipated until 2021
101-36341	Special Assessments - Interest	-	-		Assessments for Mickelson Rd & Vandemark are not anticipated until 2021
101-364	Sale of Fixed Assets	-	-	56,062.50	(None budgeted at this time-possible sale of equipment if purchase new)
101-3641	Street Maint Fee	138,000.00			Street Maintenance Fee
101-367	Contributions and Donations	2,000.00	2,000.00	5,172.42	Misc Donations/grants & Stockwell party donation
101-369	Other Misc Revenue	5,000.00	4,000.00	7,587.15	Pop, rentals, reimbursements, refunds, sale of scrap metal, etc
101-36997	Other Misc Revenue-Bike/Rec Trail	-	-	-	None Anticipated
101-36998	Other Misc Revenue-DTRD	-	-	-	None Anticipated
101-39103	Sale of Asset (Land)	970.32	970.32	485.16	Contract for Deed Payments (Kuchta Property)
101-3911	Other Financing Sources	-			

Total Revenue Gen Fund	2,680,568.64	2,447,412.31	2,407,158.38
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211 3rd Penny sales Tax

211-313	3rd Penny Tax Revenue	64,000.00	63,000.00	62,940.37	Estimate from previous years (2019 is slightly ahead of 2018)
211-361	Bank Interest Earned	100.00	120.00	105.81	Estimate

Total Revenue 3rd Penny Sales Tax	64,100.00	63,120.00	63,046.18
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409 Sports Complex Fund

409-3141	Revenue	100,000.00	50,000.00	-	Transfer from General Fund if City Approves request (Requested 500,000)
409-3469	Field Use fees	500.00			Estimate of Fees imposed for ball field use for tournaments
409-361	Bank Interest Earned	200.00	80.00	186.43	Interest will be based on approved request
409-39101	Other Financing Sources-Transfer In		-		

Total Revenue Sports Complex Fund	100,700.00	50,080.00	186.43
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410 Pool Improvement Fund

410-3141	Revenue	-	-	-	Hartford Area Swimming Pool Inc. Dissolved 10/2018
410-361	Bank Interest Earned	-	3.00	2.51	
410-39101	Other Financing Sources-Transfer In	-	-		

Total Revenue Pool Fund	-	3.00	2.51
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505 Mickelson Road Fund

505-25125	Loans Receivable	-	-	2,132,000.00	None anticipated - Project completed 2019
505-361	Interest Earned	-	100.00	82.10	None anticipated - Project completed 2019
505-369	Other Misc. Revenue/Assessments	-	955,073.00		None anticipated until 2021 taxes
505-39101	Other Financing Sources-Trans In	-	45,000.00	500,000.00	None anticipated - Project completed 2019

Total Revenue Cap Project Fund - I	-	1,000,173.00	2,632,082.10
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506 Vandemark/9th Road Fund

506-25125	Loans Receivable	-	-		None anticipated - Bond for Project received in 2019
506-361	Interest Earned	50.00			Minor interest on funds in reserve for paying balance of project in 2020
506-369	Other Misc. Revenue/Assessments	-			None anticipated until 2021 taxes
506-39101	Other Financing Sources-Trans In	-			None anticipated
		-			
Total Revenue Cap Project Fund - I		50.00	-		

507 Western Avenue Sewer Project

507-25125	Loans Receivable	974,000.00	-		Anticipated SRF Loans
507-334	State Grants	360,000.00			Anticipated LIIP Funds from GOED
506-361	Interest Earned	200.00			Estimated Interest
506-369	Other Misc. Revenue/Assessments	-			Special Assessments - none anticipated for sewer project
506-39101	Other Financing Sources-Trans In	-			None anticipated
		-			
Total Revenue Cap Project Fund - I		1,334,200.00	-		

602 Water Fund

602-361	Bank Interest Earned	1,000.00	500.00	2,051.62	Estimate - Less funds in reserves (Mickelson Rd)
602-3611	Bank Interest-Cust Deposit Acct	150.00	100.00	308.37	Estimate (2019 Down)
602-3811	Metered Sales	582,000.00	570,000.00	617,733.71	Estimate with increase in homes & 2% annual increase
602-38111	Late Fees	9,000.00	8,000.00	11,647.59	Estimate from previous years
602-38112	Metered Hydrant Revenue	-	100.00	-	None Anticipated
602-38114	Water Labor Charges	500.00	600.00	300.00	Estimate from previous years - On/Off fees
602-3812	Bulk Water Sales	1,000.00	1,000.00	1,083.26	Estimate from previous years (quarter machine)
602-3813	Sale of Materials	9,000.00	11,000.00	10,107.88	Estimate from previous years-Depends on Meter sales (down in 2019)
602-3814	Water Hook-Up Fee	10,000.00	9,000.00	7,500.00	Estimate from previous years-Depends on new homes (increased rate 2019)
602-3819	Other Revenue	-	-	-	None Anticipated
602-3902	Customer Deposits	9,000.00	8,000.00	9,350.00	Estimate- Deposits for People moving into existing or new homes
Total Water Fund		621,650.00	608,300.00	660,082.43	

604 Sewer Fund

604-361	Bank Interest Earned	800.00	500.00	1,751.86	Estimate - Less funds in reserves (Mickelson Rd)
604-38309	Late Fees	7,000.00	6,500.00	8,905.97	Estimate of previous years - varies
604-3831	Sewer Charges	467,000.00	456,000.00	524,444.56	Estimate with increase homes & 2% annual increase
604-38310	Estimate Fees/No Read Fees	60.00	60.00	60.00	Estimate of previous years
604-3834	Sewer Hook-Up Fee	10,000.00	9,000.00	7,500.00	Estimate from previous years-Depends on new homes (increased rate 2019)
604-3839	Other Revenue	-	-	-	None anticipated
Total Sewer Fund		484,860.00	472,060.00	542,662.39	

757 Agency Fund

757-1616	Principal-2007 Specials	-	-	364.98	Fund Closed
757-1617	Principal-2006 Specials	-	-		Fund Closed
757-17601	Transfer In	-	-		Fund Closed
757-246	Unavailable Revenue	-	-		Fund Closed
757-361	Interest/Penalty-2007 Specials	-	-	53.22	Fund Closed
757-3615	Interest/Penalty-2006 Specials	-	-		Fund Closed
Total 757 Agency Fund		-	-	418.20	

GRAND TOTAL	5,286,128.64	4,641,148.31	6,305,638.62	
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EXPENSES

FUND 101: GENERAL FUND		2020 Proposed	2019 Budgeted	2018 Actual	2017 Actual	Comments
COUNCIL						
101 4111 411	SALARIES	25,000.00	25,000.00	23,875.00	18,634.00	Estimate - Based off of 2018/2019 wages
101 4111 412	OASI	1,920.00	1,920.00	1,826.47	1,425.54	Payroll taxes - 7.65%
101 4111 427	TRAVEL, TRAINING, AND DUE	1,200.00	1,500.00	15.00	290.00	Estimate- Registrations/rooms/mileage/meals - \$200/ea
SUBTOTAL COUNCIL		28,120.00	28,420.00	25,716.47	20,349.54	
CONTINGENCY						
101 4115 429	CONTINGENCY-5% of General Bud	50,000.00	50,000.00	Used \$48,800.00	Used \$45,197.32	(max of 5% of general budget)
SUBTOTAL CONTINGENCY		50,000.00	50,000.00			
MAYOR						
101 4121 411	SALARIES	4,800.00	4,800.00	4,850.00	3,500.00	Estimate - Based off of 2018/2019 wages
101 4121 412	OASI	370.00	370.00	371.03	267.76	Payroll taxes - 7.65%
101 4121 427	TRAVEL, TRAINING, AND DUE	200.00	400.00	499.54	190.00	Estimate - Registrations/rooms/mileage/meals
SUBTOTAL MAYOR		5,370.00	5,570.00	5,720.57	3,957.76	
ELECTIONS						
101 4130 422	PROFESSIONAL SERVICES	460.00	460.00	-	-	Election pay-\$150/deputy-\$160/super
101 4130 426	SUPPLIES AND MATERIALS	350.00	350.00	7.29	29.95	Estimate from election years
101 4130 427	TRAVEL, TRAINING, AND DUE	125.00	125.00	-	25.00	Elec School-\$100 (workers); SDML workshop \$25 (FO)
SUBTOTAL ELECTIONS		935.00	935.00	7.29	54.95	
FINANCE OFFICE						
101 4142 411	SALARIES-CITY ADMINISTRAT	79,000.00	75,000.00	97,089.61	92,493.10	Estimate of 2019 wages + slight increase (2.8% COLA)
101 4142 411 14	SALARIES-ECONOMIC DIREC	63,000.00	55,000.00	52,727.94	48,523.40	Estimate of 2019 wages + slight increase (2.8% COLA)
101 4142 4112	SALARIES-FINANCE OFFICER	60,000.00	57,000.00	41,081.95	48,692.07	Estimate of 2019 wages + slight increase (2.8% COLA)
101 4142 412	OASI	15,500.00	14,300.00	14,423.54	14,415.81	Payroll taxes - 7.65% (FICA & Medicare)
101 4142 413	RETIREMENT	12,200.00	11,200.00	11,403.65	11,382.55	Retirement - 6%
101 4142 415	Health/Group Ins/Drug Test/TAS	69,000.00	68,000.00	63,549.86	66,287.99	2018 Estimated costs (Add Dental & Increase in health)
101 4142 421	INSURANCE	2,600.00	2,400.00	2,511.76	2,237.90	SDPAA Insurance-Estimate
101 4142 4211	INSURANCE-BONDING	270.00	230.00	265.97	218.15	Est from 2018 (bond chged to blanket policy)
101-4142-422	Prof Services - Attorney	18,000.00	15,000.00	16,469.00	10,105.35	Estimate from 2018 & 2019, incl rate increase
101 4142 422 2	Prof Services - IT	4,800.00	3,500.00	3,365.54	2,557.33	Monthly IT-Incl maint/repairs/backup/box/office 365/emails
101 4142 4221	Prof Services - Auditor	12,000.00	11,000.00	10,700.00	10,400.00	Estimate from previous years
101 4142 423	PUBLISHING	6,000.00	6,000.00	5,801.35	5,471.68	Estimate from previous years
101 4142 4231	PRINTING COSTS	1,000.00	1,000.00	996.09	-	Est from previous years - forms, biz cards, letterhead, etc
101 4142 424	RENTALS - Copiers	3,500.00	1,300.00	1,044.60	1,320.56	Lease Rental of Copier & printers & usage charges
101 4142 425	REPAIRS AND MAINTENANCE	1,000.00	1,000.00	-	80.00	Estimate -(IT repairs under to 101-4142-422-2)
101 4142 426	SUPPLIES AND MATERIALS	8,000.00	8,000.00	5,863.82	6,325.19	Estimate from previous years
101 4142 4261	BANK CHARGES/NSF Checks	4,500.00	4,500.00	6,524.23	3,466.34	Estimate from 2019-bank chgs & rtn checks
101 4142 427	TRAVEL & TRAINING	3,000.00	4,000.00	834.47	4,292.51	SDML Conf/FO School/Mileage Estimate
101 4142 4273	Promotions/Tourism	1,500.00	2,000.00	30.00	6,439.51	Estimate from 2019 - Flowers, Employ Bday
101 4142 428	UTILITIES	2,000.00	3,000.00	1,598.98	1,630.83	Estimate from previous years

101 4142 429	OTHER	3,500.00	2,500.00	3,631.89	2,387.90	Misc/xmas expense - bonus, party
101 4142 429 1	DUES, SUBSCRIPS & MEMBERSH	7,250.00	7,200.00	6,976.43	5,793.11	SECOG, SDML, HBA, SD TOURISM, Newspaper
101 4142 434	OFFICE FURNITURE-COMPUTER/EQU	2,000.00	6,000.00	5,983.01	11,393.55	Possible CA office desk
101 4142 434 1	COMPUTER SOFTWARE	7,000.00	7,000.00	7,490.00	390.00	Abode,SUI, govoff, ESRI/GIS MAINT & SUBSCRIP,Antivirus,Canva
101 4142 4540	SALES TAX COLLECTED FOR	3,300.00	3,300.00	2,720.74	3,583.51	Estimate from previous years (tax collected & sent to state)
101 4142 4541	EXCISE TAX COLLECTED FOR	85.00	85.00	116.79	62.52	Estimate from previous years (tax collected & sent to state)
SUBTOTAL FINANCE OFFICE		390,005.00	369,515.00	363,201.22	359,950.86	

GENERAL GOVERNMENT BUILDINGS

101 4192 411	SALARIES	19,000.00	17,500.00	17,344.48	17,832.56	Estimate of 2019 wages + slight increase (2.8% COLA)
101 4192 412	OASI	1,450.00	1,350.00	1,313.06	1,349.96	Payroll taxes - 7.65%
101 4192 413	RETIREMENT	1,050.00	1,050.00	1,040.27	1,069.98	Retirement - 6%
101 4192 421	INSURANCE	3,000.00	3,000.00	2,749.70	2,868.17	SDPAA Insurance - Estimate
101 4192 422	PROFESSIONAL SERVICES	250.00				Yearly monitoring - alarm system (panic buttons)
101 4192 425	Repairs/Maint	2,000.00	2,000.00	1,702.92	5,897.96	Misc repairs -2K
101 4192 426	SUPPLIES AND MATERIALS	7,000.00	7,000.00	7,595.11	8,499.89	Estimate from previous years
101 4192 428	UTILITIES	23,000.00	23,000.00	22,615.63	22,461.07	Estimate from previous years
101 4192 429	OTHER	-	-	-	-	None Anticipated
101 4192 431	LAND	-	-	5,700.00	-	None Anticipated
101 4192 434	FURNITURE/MACHINE/EQUIPMEN	1,000.00	3,000.00	238.98	-	Possible - 6 staff chairs for CC room
101 4192 439	CAPITAL EXPENDITURES	-	-	-	15,998.00	None Anticipated
SUBTOTAL GENERAL GOVERNMENT BUILDIN		57,750.00	57,900.00	60,300.15	75,977.59	

SIREN

101 4200 425	REPAIRS AND MAINTENANCE	1,000.00	1,000.00	81.97	12.99	Misc Maintenance on 3 sirens
SUBTOTAL SIREN		1,000.00	1,000.00	81.97	12.99	

POLICE ADMINISTRATION

101 4211 422	POLICE SERVICE-CONTRACTED	184,600.00	178,738.56	105,799.20	68,931.20	2.3% increase for county cost (nights-55hrs/weekend-45hrs)
101 4211 42220	COPS GRANT-DAYTIME DEPU	68,000.00	75,000.00	90,765.34	67,671.14	Daytime Deputy-reimb salary (Est for Deputy Ryan)
101 4211 428	UTILITIES	330.00	240.00	19.12		Sheriff cell phone - increase in cost in 2019
SUBTOTAL POLICE ADMINISTRATION		252,930.00	253,978.56	196,583.66	136,602.34	

Courts

101 4218 422	ANIMAL CONTROL	Moved to 4412	Moved to 4412			
101 418 426	SUPPLIES AND MATERIALS	Moved to 4412	Moved to 4412			
SUBTOTAL POLICE ADMINISTRATION		-	-			

VOLUNTEER FIRE DEPARTMENT

101 4229 422	Humboldt Fire & Ambulance	15,000.00	15,000.00	15,000.00	12,000.00	Requested \$15,000
101 4229 439	FIRE STATION SUBSIDY	80,000.00	80,000.00	80,000.00	80,000.00	Contracted service (Loan pymt for station per agreement)
101 4229 465	FIRE DEPARTMENT-OPERATING	15,000.00	15,000.00	15,000.00	15,000.00	Requested \$15,000
101 4229 436	FIRE DEPT-EQUIP REPLACEMEN	29,000.00	25,000.00	-	18,000.00	Requested \$29,000
SUBTOTAL VOLUNTEER FIRE DEPARTMENT		139,000.00	135,000.00	110,000.00	125,000.00	

STREETS AND HIGHWAYS

101 4311 411	SALARIES	110,000.00	92,000.00	99,340.02	87,174.44	Estimate of 2019 wages + slight incr (2.8% COLA); Add PWA 15K
101 4311 412	OASI	7,270.00	7,050.00	7,592.53	6,606.18	Payroll taxes - 7.65%
101 4311 413	RETIREMENT	5,700.00	5,520.00	5,864.92	5,134.75	Retirement - 6% - Amount Corrected
101 4311 421	INSURANCE	8,700.00	7,500.00	8,488.75	7,490.44	SDPAA - Estimate
101 4311 422	PROFESSIONAL SERV/ENG F	200.00	300.00	-	260.91	Inspections/Misc testing
101 4311 423	PUBLISHING	100.00	100.00	45.63	81.94	Estimate from previous years
101 4311 424	RENTALS	500.00	1,000.00	350.00	150.00	Rental of packer
101 4311 425	REPAIRS AND MAINTENANCE	22,000.00	26,000.00	17,029.89	21,118.98	Estimate of Misc Repairs/Maint on equip
101 4311 4252	MISC. CONCRETE REPAIRS	3,000.00	43,000.00	963.28	1,724.79	Est. Reparis to Curb/gutters/inlets/Sidewalks
101 4311 4251	MICRO SEAL,CRACK,PATCH	103,000.00	73,000.00	109,036.27	117,440.00	Slurry Seal-75K, Crack-20K, patch-8K
101 4311 4254	SNOW REMOVAL	20,000.00	15,000.00	14,533.68	14,764.55	Est for Salt/Sand & hauling-Depends on snow events-more roads
101 4311 426	SUPPLIES AND MATERIALS	35,000.00	30,000.00	32,254.89	27,815.34	Estimate from previous years
101 4311 4262	STREET SIGNS	5,000.00	7,500.00	1,204.19	2,852.80	Misc replacement signs & new dev signs
101 4311 4261	GRAVEL & MAG WATER	39,000.00	42,000.00	28,047.05	27,867.19	Gravel-6K, Mag Water-33K (2 apps)
101 4311 427	TRAVEL, TRAINING, AND DUE	1,000.00	1,000.00	746.98	512.95	Estimate-Street Conf/SDML
101 4311 428	UTILITIES	58,000.00	59,000.00	56,214.76	58,393.12	Estimate from previous years
101 4311 429	OTHER	6,615.06				City Share of Street Maint Fee Assessment
101 4311 434	FURNITURE/MACHINE/EQUIPMEN	32,000.00	32,000.00	62,418.07	6,064.60	Misc purchases - 1K, PW Computer - 1K; dump trk (1/3) 30K
101 4311 436	MOSQUITO CONTROL	30,000.00	18,500.00	10,788.63	55,713.47	Est - increase chemical costs & area-20K; new sprayer 10K
101 4311 439	CAP IMPROVEMENTS/EXPEN	230,000.00	10,000.00	22,420.00	863.53	Mundt/6th Street (committed funds) 50K; Opal/Ruud 180K
SUBTOTAL STREET DEPARTMENT		717,085.06	470,470.00	477,339.54	442,029.98	

TRANSIT

101 4390 422	ICAP MGMT FEES	9,300.00	17,820.00	14,658.36		City Match to ICAP for managing our transit system
101 4390 425	OPERATING EXP-MAINT/REPA	-	32,480.00	32,946.75		All expenses now paid through ICAP - we only pay mgmt fees
101 4390 429	OTHER EXPENSES	-	-	1,865.00		All expenses now paid through ICAP - we only pay mgmt fees
101 4390 439	Capital Expenditures	-	-	-	54,323.18	All expenses now paid through ICAP - we only pay mgmt fees
SUBTOTAL TRANSIT		9,300.00	50,300.00	49,470.11	54,323.18	

ANIMAL CONTROL

101 4412 422	ANIMAL CONTROL FEES	3,000.00	3,000.00	2,741.11	2,379.36	Estimate from Previous years
101 4412 426	SUPPLIES AND MATERIALS	300.00	300.00	229.05	503.96	Estimate from Previous years; pet licenses
SUBTOTAL ANIMAL CONTROL		3,300.00	3,300.00	2,970.16	2,883.32	

SWIMMING POOL

101 4511 411	SALARIES	50,000.00	48,000.00	46,258.06	47,995.18	Est from previous yrs wages - poss increase in LG wages
101 4511 412	OASI	3,825.00	3,670.00	3,571.91	3,656.90	Payroll taxes - 7.65%
101 4511 413	RETIREMENT	900.00	850.00	875.74	848.93	Retirement - 6% (only FT employees)
101 4511 421	INSURANCE	5,000.00	4,800.00	4,896.52	4,705.19	SDPAA Insurance - Estimate
101 4511 423	PUBLISHING	50.00	120.00	24.39	30.56	Estimate from previous years
101 4511 425	REPAIRS/MAINT	10,500.00	8,200.00	3,380.78	7,463.81	Misc repairs 6K, Plumbing work 500, Paint pool & bldg 4K
101 4511 426	SUPPLIES AND MATERIALS	20,300.00	22,300.00	20,936.46	19,628.25	Est of chemical cost/new sweatshirts-300
101 4511 427	TRAVEL, TRAINING, AND DUES (P	1,000.00	800.00	2,139.90	655.76	Estimate - reimburse certifications
101 4511 428	UTILITIES	11,000.00	13,000.00	10,037.95	10,996.68	Estimate of previous years
101 4511 434	FURNITURE & EQUIPMENT	-	3,500.00	-	4,170.33	None anticipated
101 4511 439	CAPITAL IMPROVEMENTS (PC	-	-	-	7,016.06	None anticipated

101 4511 511	TRANSFER OUT			200,000.00	
SUBTOTAL SWIMMING POOL		102,575.00	105,240.00	292,121.71	107,167.65

RECREATION PROGRAMS

101 4512 411	SALARIES	5,320.00	3,000.00	2,846.79	2,896.69	Park Rec-Director, 2-Coordinator & 2 asst (Increase in wages)
101 4512 411 2	SALARIES-REC DIRECTOR	40,000.00	20,000.00	-	-	FT Employee-Work w/Sports Complex,Bike/Rec & Assoc
101 4512 411 3	REC DEPT-PROGRAM STAFF	600.00				Add PT staff to help with recreation programs/camps
101 4512 412	OASI	3,470.00	1,770.00	217.79	235.10	Payroll taxes - 7.65%
101 4512 413	RETIREMENT	2,400.00				Retirement for FT Employee only - 6%
101 4512 421	Insurance	500.00	35.00	233.00	-	Insurance based on salaries paid - 2019/20 increase in salaries
101 4512 424	RENTALS	1,200.00				Rental of school facilities
101 4512 426	PARK REC SUPPLIES	2,000.00	1,100.00	933.60	874.23	Summer Rec Supplies - Increase per director recommendation
101 4512 426 1	RECREATION DEPT SUPPLIES	2,800.00				Recreation dept supplies/materials
101 4512 427	TRAVEL & TRAINING	500.00				Recreation dept travel & training
101 4512 427 3	PROMOTIONS	2,500.00				Rec Dept-website;banners;brochures;videos;canva;marketing materials
101 4512 428	UTILITIES	540.00				Rec Director Cell Phone charges
101 4512 429	OTHER	1,500.00				Rec Dept - Misc expenses
101 4512 439	CAPITAL EXP (SPORTS COMPLEX)	TBD	50,000.00		100,000.00	Transfer to Sports Complex
SUBTOTAL RECREATION PROGRAMS		63,330.00	75,905.00	4,231.18	104,006.02	

SENIOR CITIZENS

101 4514 426	SUPPLIES AND MATERIALS (APPLICABLE)	9,000.00	9,000.00	9,000.00	8,000.00	Requested \$9,000
SUBTOTAL SENIOR CITIZENS		9,000.00	9,000.00	9,000.00	8,000.00	

PARKS

101 4521 411	SALARIES	50,000.00	52,500.00	44,587.20	45,024.29	Estimate of 2019 wages + slight increase (2.8% COLA)
101 4521 412	OASI	3,825.00	4,020.00	3,362.94	3,435.96	Payroll taxes - 7.65%
101 4521 413	RETIREMENT	1,200.00	3,200.00	1,533.31	1,715.34	Retirement - 6% (only for FT employees)
101 4521 421	INSURANCE	6,000.00	6,000.00	5,880.40	5,906.92	SDPAA Insurance - Estimate
101 4521 423	PUBLISHING	300.00	350.00	261.86	435.56	Estimate from Previous years
101 4521 424	RENTALS	5,016.00	4,200.00	2,856.00	1,760.00	Portables Apr-Nov SC 3 & dump; May-Aug Ball TC & Milo
101 4521 425	REPAIRS AND MAINTENANCE	22,150.00	29,600.00	1,823.38	4,667.59	Misc 2K; ball Its 15K; shelter concrete 650; playgr border 2K; bleachers 500;VB net 2K
101 4521 426	SUPPLIES AND MATERIALS	28,000.00	25,000.00	27,115.93	18,404.22	Misc 10K; fert 8K; Paint benches 2K; aglime 2500; wood chips 4500; cattail spary 1K
101 4521 427	TRAVEL, TRAINING, AND DUES	300.00	440.00	300.00	300.00	Recertification Expense-\$300
101 4521 428	UTILITIES	12,000.00	12,000.00	18,632.78	12,041.62	Est from previous years-Utilities, Dumpsters, Camera Serv
101 4521 429	CITY TREES, OTHER	20,000.00	20,000.00	10,371.45	12,161.40	Blvd trees 6K;Arbor Day 200; Ash treat 4800; repl park trees 1k; misc/maint 8k
101 4521 434	MACHINE/EQUIPMENT	53,400.00	500.00	15,433.92	199.00	Ballfield drags 600;replace playground equip 6K;park tables 3300;misc 500;mower 25K;groomer 8K; Bleachers 10K
101 4521 439	CAPITAL IMPROVEMENTS	102,500.00	50,000.00	494,817.52	-	Trans to Sports Complex Fund 100K; Shed from groomer 2500
SUBTOTAL PARKS		304,691.00	207,810.00	626,976.69	106,051.90	

BIKE/REC TRAIL

101 4527 439	CAPITAL EXPENDITURES	44,000.00	10,000.00	48,803.45	-	Requesting \$43,762
SUBTOTAL BIKE/REC TRAIL		44,000.00	10,000.00	48,803.45	-	

LIBRARIES

101 4550 424	RENTAL	3,600.00	3,600.00	2,960.00		Rent to Senior Center - \$300/mo
101 4550 426	SUPPLIES AND MATERIALS	-	-	13,983.90	3,320.00	Payment to Siouxland is now going to rent to Senior Center
SUBTOTAL LIBRARIES		3,600.00	3,600.00	16,943.90	3,320.00	

DRIVE TO REVIVE DOWNTOWN

101 4601 439	CAPITAL EXPENDITURES	10,000.00	-	-	-	Requesting \$10,000
SUBTOTAL DTRD		10,000.00	-	-	-	

PLANNING AND ZONING

101 4652 411	SALARIES-BOARD MEMBERS	12,950.00	12,950.00	8,917.00	8,679.00	Estimate - Based off 2018/2019 wages
101 4652 411 2	BLDG INSPECTOR	8,000.00	8,000.00	7,044.64	7,342.16	Estimate for 8-10 hours per week
101 4652 411 3	CODE ENFORCER	5,000.00	7,500.00	2,708.52	438.75	Estimate for 8-10 hours per week
101 4652 412	OASI	2,000.00	2,200.00	1,428.32	1,259.18	Payroll taxes - 7.65%
101 4652 413	RETIREMENT	-	-	-	-	No Retirement - BI & CO are PT
101 4652 421	INSURANCE	350.00	350.00	319.00	321.00	Estimate from previous years
101 4652 422	PROFESSIONAL SERV-ENGIN	51,000.00	60,000.00	56,594.30	82,812.45	Force - 2020 Estimate from Engineer 50K & Reg of Deeds 1K
101 4652 423	PUBLISHING/PUBLICATIONS	1,000.00	1,000.00	1,071.41	976.18	Estimate from Previous Year-Notices, Minutes, etc
101 4652 4231	PRINTING COSTS	300.00	300.00	292.15	146.40	Estimate - BP Forms/Certs
101 4652 426	SUPPLIES AND MATERIALS	700.00	700.00	669.08	1,471.76	Estimate from previous years
101 4652 427	TRAVEL, TRAINING, AND DUE	3,000.00	3,500.00	2,227.80	2,682.24	SD Planner Conference, mileage, SDML training, ICC training (200)
101 4652 427	UTILITES	900.00	840.00	886.08		BI and CEO cell phone service
101 4652 431	LAND	-	150,000.00	-		None anticipated
101 4652 429	OTHER	5,000.00				Code Enforcement Expense (Abatements)
101 4652 429 1	MCEDA/SDML DUES	6,900.00	6,900.00	6,650.00	6,650.00	MCEDA Dues
101 4652 434	MACHINERY AND EQUIPME	-		690.00		None anticipated
SUBTOTAL PLANNING AND ZONING		97,100.00	254,240.00	89,498.30	112,779.12	

PROMOTIONS

101 4653 429	OTHER EXPENSE-PROMOTIO	6,500.00	-	18,000.00		Move Welcome sign from HS further east along hwy 38
101 4653 429 1	JAMBOREE EVENT	25,000.00				Requesting - \$25,000
101 4653 429 2	HOMETOWN CHRISTMAS	10,000.00				Requesting - \$10,000
101 4653 429 3	CHAMBER	32,000.00				Operating-12K; Jamboree Carnival 15K; halloween 5K (previously taken from the 3rd penny fund)
SUBTOTAL PROMOTIONS		73,500.00		18,000.00		

DEBT SERVICE

101 4752 441	PRINCIPAL-SRF C461104-02	50,025.61	47,600.58	45,293.11	43,097.50	2020 Payment
101 4752 442	INTEREST-SRF C461104-02	4,879.55	7,304.58	9,612.05	11,807.66	2020 Payment
101 4754 441	PRINCIPAL-SPORTS COMPLE	82,522.57	79,890.08	77,341.57	74,823.89	2020 Payment
101 4754 442	INTEREST-SPORTS COMPLE	11,378.48	14,010.97	16,559.48	19,077.16	2020 Payment
101 4755 441	PRINCIPAL-(W&E) DIAMOND T	72,474.97	70,261.73	68,116.07	66,035.94	2020 Payment
101 4755 442	INTEREST-(W&E) DIAMOND T	14,822.86	17,036.10	19,181.76	21,261.89	2020 Payment
101 4756 441	PRINCIPAL-MICKELSON PROJ	23,507.45	22,694.36	9,164.82		2020 Payment
101 4756 442	INTEREST-MICKELSON PROJ	23,450.47	24,263.56	14,314.14		2020 Payment
101 4757 441	PRINCIPAL-VANDEMARK/9TH	40,000.00				2020 Payment
101 4757 442	INTEREST-VANDEMARK/9TH	70,788.75				2020 Payment
SUBTOTAL DEBT SERVICE		393,850.71	283,061.96	259,583.00	236,104.04	

TOTAL GENERAL FUND	2,756,441.77	2,375,245.52	2,656,549.37	1,898,571.24
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FUND 211: 3RD PENNY SALES TAX		<i>2020 Proposed</i>	<i>2019 Budgeted</i>	<i>2018 Actual</i>	<i>2017 Actual</i>	Comments
3RD PENNY SALES TAX EXPENSE						
211 2111 460	3RD PENNY EXPENSE	1,000.00	1,000.00	-	-	Miscellaneous Promotions
211 4650 460 1	JAMBOREE COMM EXPENSE	-	25,000.00	23,000.00	31,835.00	Proposing to take out of General - not enough 3rd penny tax
211 4650 460 2	HOMETOWN CHRISTMAS	-	-	-	-	Proposing to take out of General - not enough 3rd penny tax
211 4650 465	ECONOMIC DEV (HADP)	46,000.00	45,590.00	16,000.00	10,600.00	Request Amount - \$45,590
211 4650 4651	CHAMBER	-	26,900.00	15,000.00	21,000.00	Requested Amount of \$32,000 was taken from Gen Fund
TOTAL 3RD PENNY SALES TAX		47,000.00	98,490.00	54,000.00	63,435.00	

FUND 409: SPORTS COMPLEX		<i>2020 Proposed</i>	<i>2019 Budgeted</i>	<i>2018 Actual</i>	<i>2017 Actual</i>	Comments
SPORTS COMPLEX FUND						
409 4512 439	SPORTS COMPLEX EXPENDIT	100,000.00	50,000.00	22,283.15	-	Requesting \$500,000
TOTAL SPORTS COMPLEX FUND		100,000.00	50,000.00	22,283.15	-	

FUND 410: POOL IMPROVEMENT		<i>2020 Proposed</i>	<i>2019 Budgeted</i>	<i>2018 Actual</i>	<i>2017 Actual</i>	Comments
POOL IMPROVEMENT FUND						
410 4511 439	POOL IMPROVEMENT FUND	-	-	1,964.59	19,790.07	Committee Dissolved in 2019
TOTAL POOL IMPROVEMENT FUND		-	-	1,964.59	19,790.07	

FUND 505: CAPITAL PROJ FUND-MICKELSON		<i>2020 Proposed</i>	<i>2019 Budgeted</i>	<i>2018 Actual</i>	<i>2017 Actual</i>	Comments
CAPTIAL PROJECT FUND-MICKELSON RD						
505 4311 439	STREETS/STORM SEWER EX	-	787,200.00	1,169,278.61		Project Completed 2019
505 4334 439	WATER LINE EXPENSE	-	-	427,576.63		Project Completed 2019
505 5501 422	PROF SERVICES/ENG FEES	-	212,800.00	395,088.37	241,325.61	Project Completed 2019
505 5501 429	MISC EXPENSE	-	-	177,983.00		Project Completed 2019
505 5501 431	LAND PURHCASE	-	-	41,250.00		Project Completed 2019
505 6040 439	SEWER LINE EXPENSE	-	-	553,038.98		Project Completed 2019
TOTAL CAPITAL PROJ FUND-MICKELS		-	1,000,000.00	2,764,215.59	241,325.61	

FUND 506: CAPITAL FUND PROJECT-VANDEM		<i>2020 Proposed</i>	<i>2019 Budgeted</i>	<i>2018 Actual</i>	<i>2017 Actual</i>	Comments
CAPTIAL PROJECT FUND-VANDEMARK/9TH ST						
506 4311 439	STREETS/STORM SEWER EX	339,700.00	-	1,169,278.61		Engineer estimates - Street/strom sewer
506 4334 439	WATER LINE EXPENSE	-	-	427,576.63		Engineer estimates - Water

506 5501 422	PROF SERVICES/ENG FEES	24,500.00	-	395,088.37	241,325.61	Professional services - engineer, attorney
506 5501 429	MISC EXPENSE	48,200.00	-	177,983.00		Misc exp-mitigation, crop damage, publications, fees,etc
506 5501 431	LAND PURHCASE	-	-	41,250.00		Land purchase for road
506 6040 439	SEWER LINE EXPENSE		-	553,038.98		Engineer estimates - sewer

TOTAL CAPITAL PROJ FUND-VANDEM	412,400.00	-	2,764,215.59	241,325.61		
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FUND 507: CAPITAL FUND PROJECT-WESTER		<i>2020 Proposed</i>	<i>2019 Budgeted</i>	2018 Actual	2017 Actual	Comments
CAPTIAL PROJECT FUND-WESTERN SEWER						
507 4311 439	STREETS/STORM SEWER EX	-				None
507 4334 439	WATER LINE EXPENSE	-				None
507 5501 422	PROF SERVICES/ENG FEES	213,994.00				Professional services - engineer, attorney, testing
507 5501 429	MISC EXPENSE	187,006.00				Contingency Expense
507 5501 431	LAND PURHCASE	-				None
507 6040 439	SEWER LINE EXPENSE	933,000.00				Estimated Bid

TOTAL CAPITAL PROJ FUND-WESTER	1,334,000.00					
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FUND 602: WATER FUND		<i>2020 Proposed</i>	<i>2019 Budgeted</i>	2018 Actual	2017 Actual	Comments
POWER AND PUMPING						
602 4332 428	UTILITIES	3,300.00	3,300.00	3,293.34	3,125.87	Est from previous years-Elec for shed in Century Park moved to PB
SUBTOTAL POWER AND PUMPING		3,300.00	3,300.00	3,293.34	3,125.87	

DISTRIBUTION						
602 4334 411	SALARIES	47,000.00	22,000.00	20,626.73	20,394.66	Estimate of 2019 wages + slight incr (2.8% COLA); Add PWA 15K
602 4334 412	OASI	1,840.00	1,680.00	1,557.87	1,540.91	Payroll taxes - 7.65%
602 4334 413	RETIREMENT	1,440.00	1,320.00	1,232.37	1,223.66	Retirement - 6%
602 4334 422	STATE DRINKING WATER FEE	1,350.00	1,325.00	1,350.00	1,325.00	Based off 2019 fees
602 4334 425	REPAIRS AND MAINTENANCE	2,000.00	3,000.00	949.20	4,188.82	Misc water main breaks (2K)
602 4334 426	SUPPLIES AND MATERIALS	55,000.00	20,000.00	3,510.82	12,303.97	Water Meters - replacement & new meter for new system - 200 meters
602 4334 4261	PURCHASE OF MCWC WATER	165,000.00	165,000.00	149,210.10	150,725.25	Estimate of water cost for 2020-depends on water usage
602 4334 429	OTHER	2,000.00	2,000.00	1,012.66	500.00	Misc - Buy water service,refunds, etc
602 4334 439	CAPITAL IMPROVEMENT EXP	25,000.00	50,000.00	5,784.08	-	Mundt/6th Street (committed funds)
SUBTOTAL DISTRIBUTUION		300,630.00	266,325.00	185,233.83	192,202.27	

ADMINISTRATION AND GENERAL						
602 4335 411	SALARIES	24,000.00	30,000.00	28,425.79	30,286.71	Est of 2019 wages + slight increase (2.8% COLA)
602 4335 412	OASI	2,450.00	2,300.00	2,181.57	2,290.86	Payroll taxes - 7.65%
602 4335 413	RETIREMENT	1,920.00	1,800.00	1,705.48	1,817.22	Retirement - 6%
602 4335 421	INSURANCE	4,300.00	4,300.00	4,106.74	4,132.19	SDPAA Insurance - Estimate
602 4335 422	PROFESSIONAL SERVICES	2,000.00	2,000.00	1,915.12	1,939.50	Lab/support fees/updates
602 4335 423	PUBLISHING	50.00	50.00	5.41	40.97	Publication Expense - water report/notice
602 4335 4231	PRINTING COSTS	350.00	350.00	715.40	344.01	Estimate - utility bill order
602 4335 425	REPAIRS AND MAINTENANCE	1,000.00	1,000.00	-	17.90	Misc - 1k
602 4335 426	SUPPLIES AND MATERIALS	3,000.00	5,000.00	1,839.74	3,909.67	Misc, Office supplies

602 4335 4261	POSTAGE	2,600.00	2,500.00	2,630.34	2,575.63	Est- w/s certified for delinquent accts & annual PO Box permit fee
602 4335 427	TRAVEL/TRAINING	400.00	500.00	387.80	65.00	Estimate
602 4335 428	UTILITIES	1,200.00	1,700.00	815.81	1,753.81	Estimate from 2019/20 Expenses
602 4335 429	OTHER	1,000.00	500.00	5.97	381.83	Misc/DUES 250-rural water dues 750
602 4335 434	MACHINE/EQUIPMENT	30,000.00	43,000.00	52,925.00	37,898.44	Dump Truck (1/3)
602 4335 439	CAPITAL IMPROVEMENT EXP	-	-	-	-	None anticipated
SUBTOTAL ADMINISTRATION & GENERAL		74,270.00	95,000.00	97,660.17	87,453.74	

WATER DEPOSITS

602 4336 426 10	BANK CHARGES	200.00	200.00	150.80	-	Estimate - Order cks/deposit slips
602 4336 452 6	CUST DEPOSITS-PD TO CITY	4,000.00	3,500.00	4,162.86	2,908.20	Estimate - depends on how many cust move away
602 4336 452 8	CUST DEPOSITS-PD TO CUST	3,000.00	2,800.00	3,312.14	3,691.80	Estimate - depends on how many cust move away
SUBTOTAL WATER DEPOSITS		7,200.00	6,500.00	7,625.80	6,600.00	

DEBT SERVICE

602 4441 441	PRINCIPAL SRF C462104-02	51,373.90	49,614.46	47,915.29	46,274.30	2020 Payment
602 4441 442	INTEREST SRF C462104-02	6,914.66	8,674.10	10,373.27	12,014.26	2020 Payment
602 4442 441	PRINCIPAL SRF C462104-03	61,345.28	59,391.40	57,499.76	55,668.37	2020 Payment
602 4442 442	INTEREST SRF C462104-03	15,286.52	17,240.40	19,132.04	20,963.43	2020 Payment
SUBTOTAL DEBT SERVICE		134,920.36	134,920.36	134,920.36	134,920.36	

TRANSFERS

602 5110 511	TRANSFER OUT	-	49,614.46	150,000.00	46,274.30	None
TRANSFER OUT		-	-	150,000.00	-	

TOTAL WATER FUND		520,320.36	506,045.36	578,733.50	424,302.24	
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FUND 604: SEWER FUND		2020 Proposed	2019 Budgeted	2018 Actual	2017 Actual	Comments
DEBT SERVICE						
604 4321 441	PRINCIPAL-SRF C461104-03	19,259.65	18,600.06	17,963.05	17,347.85	2020 Payment
604 4321 442	INTEREST-SRF C461104-03	1,660.83	2,320.42	2,957.43	3,572.63	2020 Payment
604 4323 441	PRINCIPAL-SRF C461104-01	36,454.77	34,687.60	33,006.09	31,406.10	2020 Payment
604 4323 442	INTEREST-SRF C461104-01	3,555.83	5,323.00	7,004.51	8,604.50	2020 Payment
604 4327 441	PRINCIPAL-SRF C461104-04	34,528.01	33,345.51	32,203.50	31,100.62	2020 Payment
604 4327 442	INTEREST-SRF C461104-04	4,647.31	5,829.81	6,971.82	8,074.70	2020 Payment
604 4328 441	PRINCIPAL-SRF C461104-05	27,230.50	26,363.21	25,523.52	24,710.58	2020 Payment
604 4328 442	INTEREST-SRF C461104-05	8,477.86	9,345.15	10,184.84	10,997.78	2020 Payment
604 4329 441	PRINCIPAL-MICKELSON PROJ	34,478.71	33,216.00	-	-	2020 Payment
604 4329 442	INTEREST- MICKELSON PROJ	35,887.69	37,056.00	17,197.38	-	2020 Payment
604 4330 441	PRINCIPAL-WESTERN AVE	29,247.00	-	-	-	2020 Payment
604 4330 442	INTEREST-WESTERN AVE	36,593.00	-	-	-	2020 Payment
SUBTOTAL DEBT SERVICE		272,021.16	206,086.76	153,012.14	135,814.76	

TRANSFERS

604 5110 511	TRANSFER OUT	-	-	150,000.00	46,274.30	
TRANSFER OUT		-	-	150,000.00	-	

SEWER-GENERAL

604 6040 411	SALARIES (PUBLIC WORKS)	45,000.00	28,000.00	27,555.08	24,593.67	Estimate of 2019 wages + slight incr (2.8% COLA); Add PWA 15K
604 6040 4111	SALARIES (ADMIN)	24,000.00	23,000.00	20,627.08	20,394.94	Estimate of 2019 wages + slight increase (2.8% COLA)
604 6040 412	OASI	4,150.00	3,900.00	3,658.40	3,403.04	Payroll taxes - 7.65%
604 6040 413	RETIREMENT	3,240.00	3,060.00	2,886.29	2,699.34	Retirement - 6%
604 6040 421	INSURANCE	3,900.00	3,900.00	3,751.11	3,768.60	SDPAA Insurance - Estimate
604 6040 422	PROFESSIONAL SERVICES	10,000.00	35,000.00	7,951.89	31,665.20	Lab fees & software support-5K; televise lines 5K
604 6040 422.1	WASTEWATER FEES-STATE	2,750.00	2,750.00	1,500.00	1,500.00	2019 state fees (\$2500), & permit (\$250)
604 6040 423	PUBLISHING	20.00	20.00	86.40	17.39	Misc - Possible sump pump notices
604 6040 4231	PRINTING COSTS	350.00	350.00	715.40	344.01	Estimate - utility bills
604 6040 425	REPAIRS/MAINTENANCE	29,000.00	13,500.00	21,166.79	11,320.80	Misc 6K, Impelar/motor 8500, flow meter 8500, dumpster 1K, bar screen maint 5K
604 6040 425.1	MANHOLE REPAIRS	2,000.00	3,000.00	-	-	Manhole reparis - estimate
604 6040 426	SUPPLIES AND MATERIALS	18,000.00	18,000.00	12,039.95	21,500.86	Estimate from previous years Expense
604 6040 4261	POSTAGE	2,600.00	2,500.00	2,552.19	2,447.22	Estimate - w/s certifieds
604 6040 427	TRAVEL, TRAINING, AND DUE	1,000.00	1,000.00	495.80	850.41	Estimate from 2019 Expense
604 6040 428	UTILITIES	50,000.00	47,000.00	50,225.93	44,078.11	Estimate from 2019
604 6040 429	OTHER	200.00	500.00	5.96	4.11	Misc/dues
604 6040 431	LAND ACQUISITION	-	-	-	-	Land for future ww facility-may need funding source or trans from General
604 6040 434	MACHINE AND EQUIPMENT	30,000.00	-	52,925.00	4,745.79	Dump Truck (1/3)
604 6040 437	SYSTEM IMPROVEMENTS	-	-	-	-	None anticipated
604 6040 439	CAPTIAL IMPROVEMENT EXP	-	-	249,963.01	25,000.00	None anticipated
SUBTOTAL SEWER-GENERAL		226,210.00	185,480.00	458,106.28	198,333.49	

TOTAL SEWER FUND	498,231.16	391,566.76	761,118.42	334,148.25	
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FUND 757: AGENCY FUND	<i>2020 Prposed</i>	<i>2019 Proposed</i>	2018 Actual	2017 Actual	Comments
2007 STREET ASSESSMENT					
757 7570 441	-	-	-	78,775.53	Paid off in 2017
757 7570 442	-	-	-	4,529.60	Paid off in 2017
757 5110 511	-	-	418.20		
TOTAL SPECIAL ASSESS-2007	-	-	418.20	83,305.13	

GRAND TOTAL	5,668,393.29	4,421,347.64	6,839,282.82	3,064,877.54	
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Recreation Director Report 9/17

Community Relationships

- Attended HASR meeting
- Attended multiple Chase the Ace subcommittee meetings
- Attended HASA meeting and discusses fall ball
- Attended WCBA meeting
- Worked with Dakota Alliance Soccer to pull together U14 Voltage team

Facility Scheduling

- Continued to update fall soccer & softball schedules
- Assisted in scheduling park shelters/amphitheater

Sports & Rec Website & Social Media

- Completed Hartford Area Recreation website (ready to launch)
- Launched Programs Survey and pushed on social
- Continued to grow the new HAR social media pages
- Created a variety of graphics to use on social media

Projects

- Completed Bike & Rec Trails Brochure (waiting to get back from the printer)
- Completed HAR promotional video
- Administered Programs Survey (open)
- Completed design of Department Logo

HASR Committee Updates

- Chase the Ace fundraiser to begin 9/23
- Discussing what the next steps are with the money allocated at budget time



Chamber and Economic Development Director's Report August 2019

Hartford Area Chamber of Commerce

- Chamber Golf Tournament saw record attendance and revenues.
- Two new members joined in August: Devin Alfson – Aflac and the Church of New Beginnings.
- Work continues on Third Thursdays and #DiscoverHartford.
- Organized ribbon cuttings for Prairie Boutique and Mickelson Road.
- Participated in Events, Executive, Marketing, and Bylaws Committee meetings.
- August Third Thursday was canceled due to inclement weather.
- Attended the regional Chamber meeting in Brandon. Harrisburg recently hired the Brandon Membership Director, Brandon Lane, to be their first President/CEO of the Harrisburg Chamber and Economic Development Corporation.
- Met with Alesha Gregg, a teacher at West Central, to discuss avenues to partner with Hartford businesses.

Hartford Area Development Foundation

- Ongoing communication with the following projects: Coronet, Champion, Residence, Biltmore, Daycare, Apollo, Lemonade Stand, Galaxy, Caboose, Jack, Washington, and Adams.
- Project Pascal was announced and held its ribbon cutting. Prairie Boutique located in the Vista Crossing building.
- Worked with intern Brayden Hilton on Turner County Fair planning, blog posts for website, BR & E visits, and Downtown Hartford Inc.
- Continued work on the capital campaign fundraiser for a new industrial park.
- SDN Communications, Nikki Gronli & Vernon Brown, spoke to the Board on small cell and 5G technology.
- Met with Sioux Valley Energy and East River Electric to discuss the Hartford Investment Fund.
- Continued working with Downtown Hartford, Inc on planning and organization.
- Met with Dick Werner from Dakota Resources to review the Hartford Investment Fund and possible land acquisitions.

Other

- Presented, alongside Deana Larson, on a proposed dog park. Council is in favor of moving forward and has requested that several options be placed before them
- Worked with the Gage House to find compromise to continue Active Generations meals. A compromise was struck that will continue service through September.
- Conducted tour of Hartford for new West Central Teacher Hires.
- Spoke to the entire staff at West Central on the Chamber of Commerce, Economic Development, the City of Hartford, and Downtown Hartford.
- Attended the August MCEDA Board meeting.
- Attended a Minnehaha County Commission Meeting where Joint Jurisdiction was discussed.



On the Horizon

- September 13 – Tour of Cemcast
- September 14 – Pizza Ranch & Sunshine Foods 25th Anniversary
- September 16 – Governor Noem’s Week of Work Presentation
- September 18 – MCEDA Board Meeting
- September 19 – Coffee with the Cops
- September 19 – Third Thursdays in the Park
- September 25 – Knotty Gnome Variety & Salvage speaking to Optimist Club
- September 26 – SDN Technology Showcase
- September 27 – Ashley Bahrenfuss speaking to HADF on WC Tech Leadership
- October 1 – SESD Annual Tourism Conference
- October 1 – SD Chamber of Commerce Economic Outlook Seminar
- October 1 – Congressman Dusty Johnson speaking in Hartford at SVE Event
- October 3 – Membership Mixer hosted by Hartford Dental Clinic
- October 4 – Mark Rockafellow speaking to HADF on WC Growth Preparation
- October 4 – Chamber serving West Central Boosters Club Tailgate
- October 5 – Central Valley Struttin’ Gobblers Banquet
- October 7 – Membership Benefits Review Meeting
- October 9 – FOCUS Seminar
- October 9 – Dakota BUSINESS Finance Annual Meeting
- October 11 – Melinda Jensen speaking to HADF on WC Strengthening Community Partnerships

Facebook Data – Aug 9 – Sept 5

- Hartford Area Development Foundation
 - o Likes: 620
 - o New Page Likes: 18
 - o Post Reach: 5,190
 - o Engagements: 1,983
- Hartford Area Chamber of Commerce
 - o Likes: 1,168
 - o New Page Likes: 16
 - o Post Reach: 3,900
 - o Engagements: 2,384



Vandemark Roadway Improvements

The Vandemark Avenue Roadway Improvements project includes reconstructing the roadway, making water main improvements, and installing storm sewer from Highway 38 to the northern city limits. The project will also include extension of storm sewer in 9th Street to the east of Vandemark. Soukup Construction is the contractor performing the work.

Update | Asphalt is now in place along the project. During the week of September 16 the contractor will complete the remaining sidewalks on the project and restore

boulevards with topsoil and seed. Work along 9th Street to excavate and restore the road section will begin as well.

Action | Pay Application #5 will be presented to the Council for consideration. The application is for work completed to date. Our office recommends approval.



Mickelson Road Improvements

The Mickelson Road project includes reconstructing the roadway and utilities from Patrick Avenue to Hwy 38. The project also includes roughly 440-ft of improvements along 464th Ave. Construction of the project is planned as a single phase to be constructed in 2018 that includes sanitary sewer, water main, storm sewer, grading, box culverts and roadway surfacing.

Update | A list of punch list items was presented to the Contractor to complete over the next couple weeks. Sioux Valley installed streetlight conduit along the project. Lights are scheduled to be erected during the week of September 16.

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.

Update | Plans to add 9th Street to the Vandemark Avenue project were presented to Soukup Construction. The Contractor responded with a proposal on September 9. The proposal was reviewed with City Staff. The proposal exceeds the current bid prices and is not acceptable due to South Dakota bid law requirements. Our office recommends bidding the work for next year's construction. Below is a timeline of progress along the project.

- Began Design Work: **April 1st**
- Held Plan Review Meeting with City Staff: **June 26th**
- Finalized plans and sent to private utility companies for review: **July 30th**
- Plans sent to Contractor for Pricing: **August 9th**
- Pricing received from Contractor: **September 9th**

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 | Stockwell staff prepared the infrastructure plan portion of the CIP for council and city staff to review. Once approved, Stockwell staff will perform the rate study portion and update the remaining CIP.

Industrial Park Sanitary Sewer Extension

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



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

Swenson Park Sports Complex Grading – Phase 2



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

Update | The Contractor reseeded the site on August 13. The seed has germinated and is beginning to fill in. A final pay application is expected at the next council meeting.

Waste Water Treatment Facility

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

Update | Stockwell and City staff are meeting to discuss alternate routes and potential sites for a treatment facility.

Force Account

Stockwell provides services to city staff as needed under a force account agreement. Services typically include plan reviews, costs estimates or other routine services as requested. Plan reviews typically include preliminary plans, conditional use requests, site plans, engineering documents and plats.

Update | Recent force account work includes the following: Turtle Creek Plat Review

TRANSMITTAL



Teresa Sidel
City of Hartford
125 North Main Ave
Hartford, SD 57033

Date: September 12, 2019
Project No. 17038
Re: Vandemark Ave Street Improvements
Hartford, SD

Quantity:	Description:
3	Pay Application #5

Teresa,

Please find enclosed copies of the following documents for the Vandemark Avenue Street Improvements project. Below is a brief description of each item and our recommendations. Please distribute items that are approved to the contractor and our office.

Pay Application #5:

This pay application is for work completed from 8/10/2019 to 9/6/2019. We recommend payment in the amount shown.

Respectfully Submitted:


Mitch Mergen, PE
Engineer of Record

Contractor's Application for Payment

Owner: <u>City of Hartford</u>	Owner's Project No.: _____
Engineer: <u>Stockwell Engineers, Inc.</u>	Engineer's Project No.: <u>17038</u>
Contractor: <u>Soukup Construction, Inc.</u>	Contractor's Project No.: _____
Project: <u>VandeMark Avenue Street Improvements - Highway 38 to City Limits</u>	
Contract: <u>Prime</u>	
Application No.: <u>Five</u>	Application Date: <u>9/9/2019</u>
Application Period: From <u>8/10/2019</u> to <u>9/6/2019</u>	

1. Original Contract Price	\$ 1,199,999.00
2. Net change by Change Orders	\$ 109,508.68
3. Current Contract Price (Line 1 + Line 2)	\$ 1,309,507.68
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	<u>\$1,007,965.37</u>
5. Retainage	
a. <u>10%</u> X <u>\$1,007,965.37</u> Work Completed	\$ 100,796.54
6. Amount eligible to date (Line 4 - Line 5.a)	<u>\$907,168.83</u>
7. Less previous payments	\$ 620,852.34
8. Amount due this application	<u>\$ 286,316.49</u>

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

PAYMENT THIS APPLICATION	\$ 286,316.49
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Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:

(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;

(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and

(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor: Soukup Construction, Inc.

Signature:  **Date:** 9/12/2019

Recommended by Engineer	Approved by Owner
By: <u></u>	By: _____
Title: <u>Engineer of Record</u>	Title: _____
Date: <u>9.12.19</u>	Date: _____

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner: City of Hartford
 Engineer: Stockwell Engineers, Inc.
 Contractor: Soukup Construction, Inc.
 Project: VandeMark Avenue Street Improvements - Highway 38 to City Limits
 Contract: Prime

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

Application No.: Five Application Period: From 08/10/19 to 09/06/19 Application Date: 09/09/19

Item No.	Description	Units	Plan		Total to Date		Past Application		This Application		Remarks
			Quantity	Unit Price	Quantity	Earned	Quantity	Price	Quantity	Price	
1	Mobilization	LS	1	\$54,726.25	1	\$54,726.25	1	\$54,726.25	0	\$0.00	
2	Incidental Work	LS	1	\$5,000.00	0.75	\$3,750.00	0.75	\$3,750.00	0	\$0.00	
3	Trench Dewatering	LS	1	\$525.00	1	\$525.00	1	\$525.00	0	\$0.00	
4	Traffic Control Signs	SF	157	\$2.20	157	\$345.40	157	\$345.40	0	\$0.00	
5	Traffic Control, Miscellaneous	LS	1	\$2,200.00	1	\$2,200.00	0.9	\$1,980.00	0.1	\$220.00	
6	Type 3 Barricade, 8' Double Sided	Each	25	\$44.00	25	\$1,100.00	25	\$1,100.00	0	\$0.00	
7	Water For Granular Material	MGal	95	\$15.00	0	\$0.00		\$0.00	0	\$0.00	
8	Temporary Boardwalk	LF	100	\$14.00	0	\$0.00		\$0.00	0	\$0.00	
9	Locate Utility	Each	4	\$200.00	5	\$1,000.00	5	\$1,000.00	0	\$0.00	
10	Special Permanent Seed Mixture 1	Lb	578	\$8.36	0	\$0.00		\$0.00	0	\$0.00	
11	Special Permanent Seed Mixture 2	Lb	74	\$13.20	0	\$0.00		\$0.00	0	\$0.00	
12	Fertilizing	Lb	889	\$1.10	0	\$0.00		\$0.00	0	\$0.00	
13	Fiber Mulching	Lb	8145	\$0.55	0	\$0.00		\$0.00	0	\$0.00	
14	Erosion Control Blanket	SY	1202	\$2.15	0	\$0.00		\$0.00	0	\$0.00	
15	Weed Control	SY	14294	\$0.06	0	\$0.00		\$0.00	0	\$0.00	
16	Overseed	SY	10760	\$0.47	0	\$0.00		\$0.00	0	\$0.00	
17	Inlet Protection	Each	11	\$88.00	6	\$528.00	6	\$528.00	0	\$0.00	
18	Temporary Vehicle Tracking Control	Each	4	\$425.00	1	\$425.00	1	\$425.00	0	\$0.00	
19	Concrete Washout Facility	Each	2	\$375.00	2	\$750.00	1	\$375.00	1	\$375.00	
20	Rip Rap, Class B	Ton	35	\$34.00	0	\$0.00		\$0.00	0	\$0.00	
21	Silt Fence	Ft	68	\$5.50	68	\$374.00	68	\$374.00	0	\$0.00	
22	12" Sediment Control Wattle	Ft	20	\$4.40	0	\$0.00		\$0.00	0	\$0.00	
23	Clearing	LS	1	\$1,100.00	1	\$1,100.00	1	\$1,100.00	0	\$0.00	
24	Remove Concrete Curb and Gutter	Ft	32	\$12.50	32	\$400.00	32	\$400.00	0	\$0.00	
25	Remove Concrete Pavement	SY	631	\$7.00	631	\$4,417.00	631	\$4,417.00	0	\$0.00	
26	Remove Concrete Sidewalk	SY	51	\$6.00	51	\$306.00	51	\$306.00	0	\$0.00	
27	Remove Asphalt Concrete Pavement	SY	390	\$3.25	390	\$1,267.50	390	\$1,267.50	0	\$0.00	

28	Saw Existing PCC Pavement	LF	228	\$6.25	228	\$1,425.00	228	\$1,425.00	0	\$0.00	
29	Saw Existing Asphalt	LF	179	\$2.50	179	\$447.50	179	\$447.50	0	\$0.00	
30	Clear and Grub Tree, 6" To 24"	Each	29	\$235.00	29	\$6,815.00	29	\$6,815.00	0	\$0.00	
31	Clear and Grub Tree, 25" To 36"	Each	2	\$1,200.00	2	\$2,400.00	2	\$2,400.00	0	\$0.00	
32	Remove & Reset Sign	Each	15	\$110.00	0	\$0.00		\$0.00	0	\$0.00	
33	Temporary Mailbox	Each	9	\$110.00	9	\$990.00	9	\$990.00	0	\$0.00	
34	Manhole Construction Plate Marker	Each	7	\$165.00	7	\$1,155.00	2	\$330.00	5	\$825.00	
35	Remove Retaining Wall	Ft	15	\$75.00	15	\$1,125.00	15	\$1,125.00	0	\$0.00	
36	Unclassified Excavation	CY	11730	\$9.40	10220	\$96,068.00	10220	\$96,068.00	0	\$0.00	CCO#2
37	Placing Contractor Furnished Topsoil	CY	3335	\$14.50	1000.5	\$14,507.25	0	\$0.00	1000.5	\$14,507.25	
38	Scarify and Recompact Subgrade	SY	16937	\$0.80	10127	\$8,101.60	10127	\$8,101.60	0	\$0.00	CCO#2
39	Trench Stabilization Material	Ton	200	\$0.02	0	\$0.00		\$0.00	0	\$0.00	
40	Select Fill	Ton	500	\$0.02	0	\$0.00		\$0.00	0	\$0.00	
41	Sanitary Sewer Manhole Barrel	Each	1	\$660.00	3	\$1,980.00	2	\$1,320.00	1	\$660.00	
42	Sanitary Sewer Manhole Cone	Each	1	\$378.00	1	\$378.00	1	\$378.00	0	\$0.00	
43	Manhole Frame and Cover	Each	2	\$320.25	2	\$640.50		\$0.00	2	\$640.50	
44	Manhole External Frame Seal	Each	2	\$420.00	7	\$2,940.00		\$0.00	7	\$2,940.00	
45	Sewer Cleanout Assembly	Each	1	\$468.00	0	\$0.00		\$0.00	0	\$0.00	
46	Manhole Exfiltration\Vacuum Test	Each	2	\$158.00	0	\$0.00		\$0.00	0	\$0.00	
47	Remove Fire Hydrant	Each	2	\$210.00	2	\$420.00	2	\$420.00	0	\$0.00	
48	Remove Water Main	Ft	1172	\$2.10	1162	\$2,440.20	1162	\$2,440.20	0	\$0.00	
49	Salvage & Reset Fire Hydrant	Each	3	\$677.25	0	\$0.00		\$0.00	0	\$0.00	
50	6" C900 DR18 PVC Water Main	Ft	71	\$18.90	72	\$1,360.80	72	\$1,360.80	0	\$0.00	
51	8" C900 DR18 PVC Water Main	Ft	1014	\$25.20	1004	\$25,300.80	1004	\$25,300.80	0	\$0.00	
52	6" MJ Gate Valve with Box	Each	3	\$1,025.00	6	\$6,150.00	6	\$6,150.00	0	\$0.00	
53	8" MJ Gate Valve with Box	Each	9	\$1,386.00	8	\$11,088.00	8	\$11,088.00	0	\$0.00	
54	8" MJ Bend	Each	12	\$346.50	10	\$3,465.00	10	\$3,465.00	0	\$0.00	
55	8" x 6" MJ Tee	Each	3	\$488.25	3	\$1,464.75	3	\$1,464.75	0	\$0.00	
56	8" x 8" MJ Tee	Each	1	\$577.50	0	\$0.00		\$0.00	0	\$0.00	
57	8" x 6" MJ Reducer	Each	2	\$367.50	2	\$735.00	2	\$735.00	0	\$0.00	
58	8" x 8" MJ Cross	Each	1	\$698.25	2	\$1,396.50	2	\$1,396.50	0	\$0.00	
59	6" MJ Cap	Each	1	\$179.00	0	\$0.00		\$0.00	0	\$0.00	
60	8" MJ Cap	Each	1	\$168.00	1	\$168.00	1	\$168.00	0	\$0.00	
61	6" MJ Sleeve	Each	3	\$362.25	3	\$1,086.75	3	\$1,086.75	0	\$0.00	
62	8" MJ Sleeve	Each	4	\$425.25	3	\$1,275.75	3	\$1,275.75	0	\$0.00	
63	Fire Hydrant	Each	3	\$3,218.25	6	\$19,309.50	6	\$19,309.50	0	\$0.00	
64	6" Fire Hydrant Extension	Each	1	\$451.50	0	\$0.00		\$0.00	0	\$0.00	
65	12" Fire Hydrant Extension	Each	1	\$645.75	0	\$0.00		\$0.00	0	\$0.00	
66	Temporary Fire Hydrant	Each	1	\$1,434.00	1	\$1,434.00	1	\$1,434.00	0	\$0.00	

67	Cut and Tie To Existing Water Main	Each	7	\$1,050.00	6	\$6,300.00	6	\$6,300.00	0	\$0.00
68	1" Water Service	Ft	513	\$15.75	513	\$8,079.75	513	\$8,079.75	0	\$0.00
69	Reconnect Water Service (1")	Each	8	\$525.00	8	\$4,200.00	8	\$4,200.00	0	\$0.00
70	Water Service Stub-out (1")	Each	7	\$498.75	7	\$3,491.25	7	\$3,491.25	0	\$0.00
71	Temporary Water Service	Each	7	\$351.75	7	\$2,462.25	7	\$2,462.25	0	\$0.00
72	Remove Pipe End Section	Each	3	\$105.00	3	\$315.00	3	\$315.00	0	\$0.00
73	Remove Storm Sewer Pipe	Ft	430	\$8.40	430	\$3,612.00	430	\$3,612.00	0	\$0.00
74	18" RCP Class 3, Furnish	Ft	1209	\$16.80	1259	\$21,151.20	1259	\$21,151.20	0	\$0.00
75	18" RCP, Install	Ft	1209	\$23.10	1259	\$29,082.90	1259	\$29,082.90	0	\$0.00
76	24" RCP Class 3, Furnish	Ft	1651	\$21.00	1650	\$34,650.00	1650	\$34,650.00	0	\$0.00
77	24" RCP, Install	Ft	1651	\$23.10	1650	\$38,115.00	1650	\$38,115.00	0	\$0.00
78	30" RCP Class 3, Furnish	Ft	33	\$35.70	33	\$1,178.10	33	\$1,178.10	0	\$0.00
79	30" RCP, Install	Ft	33	\$31.50	33	\$1,039.50	33	\$1,039.50	0	\$0.00
80	36" RCP Arch Class 3, Furnish	Ft	99	\$101.85	99	\$10,083.15	99	\$10,083.15	0	\$0.00
81	36" RCP Arch, Install	Ft	99	\$50.40	99	\$4,989.60	99	\$4,989.60	0	\$0.00
82	18" RCP Bend, Furnish	Each	1	\$257.25	0	\$0.00		\$0.00	0	\$0.00
83	18" RCP Bend, Install	Each	1	\$168.00	0	\$0.00		\$0.00	0	\$0.00
84	30" RCP Flared End, Furnish	Each	1	\$331.00	1	\$331.00	1	\$331.00	0	\$0.00
85	30" RCP Flared End, Install	Each	1	\$263.00	1	\$263.00	1	\$263.00	0	\$0.00
86	36" RCP Arch Flared End, Furnish	Each	1	\$657.00	1	\$657.00	1	\$657.00	0	\$0.00
87	36" RCP Arch Flared End, Install	Each	1	\$315.00	1	\$315.00	1	\$315.00	0	\$0.00
88	Class M6 Concrete	CY	47.01	\$787.50	47.14	\$37,122.75	47.14	\$37,122.75	0	\$0.00
89	Reinforcing Steel	Lb	2388	\$1.73	2388	\$4,131.24	2388	\$4,131.24	0	\$0.00
90	Type B Frame and Grate Assembly	Each	8	\$645.75	8	\$5,166.00		\$0.00	8	\$5,166.00
91	Junction Box Frame & Cover	Each	8	\$446.25	4	\$1,785.00		\$0.00	4	\$1,785.00
92	Special Frame & Cover Assembly	Each	4	\$567.00	0	\$0.00		\$0.00	0	\$0.00
93	6" PVC Cap	Each	3	\$11.00	3	\$33.00	3	\$33.00	0	\$0.00
94	6" PVC SDR 35 Storm Sewer	Ft	564	\$15.75	439	\$6,914.25	439	\$6,914.25	0	\$0.00
95	Sump Pump Manhole	Each	3	\$920.00	1	\$920.00	1	\$920.00	0	\$0.00
96	Sump Pump Collection Service	Each	4	\$174.00	3	\$522.00	3	\$522.00	0	\$0.00
97	Geotextile Fabric For Subgrade	SY	10127	\$1.88	10127	\$19,038.76	6340	\$11,919.20	3787	\$7,119.56
98	Aggregate Base Course	Ton	7945	\$13.70	7510.41	\$102,892.62	5395.42	\$73,917.25	2114.99	\$28,975.37
99	Gravel Surfacing	Ton	4595	\$13.70	0	\$0.00		\$0.00	0	\$0.00
100	Concrete Curb and Gutter, Type SF66	Ft	3854	\$13.80	3854	\$53,185.20	1325	\$18,285.00	2529	\$34,900.20
101	6" PCC Fillet Section	SY	204	\$74.50	204	\$15,198.00		\$0.00	204	\$15,198.00
102	Concrete Valley Gutter, 6" Thick	SY	118	\$74.50	118	\$8,791.00		\$0.00	118	\$8,791.00
103	Asphalt Concrete Composite, PG58-34	Ton	2490	\$79.65	1629.25	\$129,769.76		\$0.00	1629.25	\$129,769.76
104	Adjust Manhole	Each	16	\$315.00	11	\$3,465.00		\$0.00	11	\$3,465.00
105	Valve Box Adjustment	Each	14	\$136.50	12	\$1,638.00		\$0.00	12	\$1,638.00

CCO#2

106	6" PCC Approach/Driveway Pavement	SY	878	\$52.50	878	\$46,095.00	507	\$26,617.50	371	\$19,477.50	
107	4" Concrete Sidewalk	SF	11221	\$5.61	5522	\$30,978.42	5522	\$30,978.42	0	\$0.00	
108	6" Concrete Sidewalk	SF	2930	\$6.40	2536	\$16,230.40	1909	\$12,217.60	627	\$4,012.80	
109	Detectable Warning Panels	SF	212	\$52.50	16	\$840.00	16	\$840.00	0	\$0.00	
110	6" Accessible Curb Ramp Sidewalk	SF	1839	\$8.66	192	\$1,662.72	192	\$1,662.72	0	\$0.00	
111	Reset Mailbox	Each	7	\$165.00	0	\$0.00		\$0.00	0	\$0.00	
112	Special Right-Of-Way Fence	Ft	100	\$18.70	0	\$0.00		\$0.00	0	\$0.00	
113	Retaining Wall SDDOT Type C	SF	422	\$89.25	422	\$37,663.50		\$0.00	422	\$37,663.50	
114	Reconnect Water Service (1.5")	Each	3	\$840.00	3	\$2,520.00	3	\$2,520.00	0	\$0.00	CCO#1
115	Surge Rock	Ton	890	\$24.50	890	\$21,805.00	890	\$21,805.00	0	\$0.00	CCO#1

Contract Totals						\$1,007,965.37	\$689,835.93	\$318,129.44			
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Maintenance Report – 9/17/2019

September 12, 2019

Streets

Equipment- We have a couple of electrical issues with the skid steer, it is getting fixed under warranty. All the rest of the equipment is running well at this time.

I-90 – No updates at this time.

Crack sealing- I contacted Brett Meadors with Highway Improvements on crack sealing, we are going to try and have this done next week.

Replacement truck- Still looking, but have a few options.

Gravel roads – We bladed the gravel roads on Monday, we will have to work on them again next week. We will keep monitoring them to see if we will need to mag water yet this fall.

Roads – The guys thought they had three spots to repair, then we should be done with the patching this year.

Hwy 38 – I contacted Travis Dressen with Dot on the speed limit about a month ago to have it lowered. They are doing a speed study on it. He also mentioned they are looking into turning lanes on HWY 38, I believe they are looking at Mickelson Road, Colton Road and also 2nd Street for the turning lane areas. I called him today to see how these projects are coming.

Signage – We will be putting up a few more speed limit signs on Mickelson road. We will be adding more speed signs and also some seat buckle signs on a few more streets throughout town. The seat buckle signs are from the Sherriff Department.

Mosquitoes – The mosquito traps are out and we have been spraying as needed.

Traffic counter – The counters are out; one is on Mickelson Road, the other one is on Feyder. I will be taking them down on Monday and will have some counts for the Council Meeting.

Water

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

Reports – We have sampled and sent in our samples for the Stage 2 Disinfection By-Products. I have filled out the waiver for asbestos sampling and should have the waiver back in a few weeks. I believe the waiver will be good until 2028.

Mains – Metro Construction is installing the water main in Turtle Creek Highlands; they should have it installed in a few weeks. They have filled some of the line and will start testing next week.

Sewer

Main list station – Everything is working fine for now; Our flow is slowly coming down. The 4G updated dialer is here and I'm hoping to install it Monday. I wanted to wait until we got back from Pierre before installing it. I visited with a few Vendors today to start getting ideas for a new flow meter.

Reports – Nothing at this time.

Lagoons – We are discharging and so far the results have been good.

Sagehorn lift station – We are done with this project except for mowing and general maintenance.

Park

Parks – The mowing is starting to slow down. We will be fertilizing later this fall.

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

Pool – The pool is closed and Neil has started winterizing it.

Bike Trail – The bike and trail committee have three more benches to install. We will try to get to them next week. Troy marked a couple of spots for the new benches and Jesse has called in the locates.

Sports complex – We have a little dirt work and seeding to do after installing the score boards and having the back stops fixed. We will be getting to this in a few weeks as the summer games wrap up. If it dries up, we will get back to hauling fill in for a future building and driveway. The extra rain we received this week has put a hold on these projects.

Public buildings- Nothing new at this time.

FINANCE OFFICER REPORT

September 17, 2019

Cash Report and Sales Tax Revenue: Following is a comparison of the 2018 and 2019 Cash Reports as well as the year to date Sales Tax Revenue as of August 31st.

	<u>August 31, 2018</u>	<u>August 31, 2019</u>	<u>Difference</u>
Total Cash	\$5,090,798.06	\$2,055,519.67	- \$3,035,278.39
General Fund	\$2,337,649.72	\$1,785,539.21	- \$ 552,110.51
1 st Penny	\$ 278,818.62	\$ 268,159.25	- \$ 10,659.37
2 nd Penny	\$ 278,818.61	\$ 268,159.25	- \$ 10,659.36
3 rd Penny	\$ 39,998.57	\$ 39,354.63	- \$ 643.94

Committee Funds: Attached are the committee reports as of August 31, 2019.

Bike/Rec Trail Committee	\$5,059.12
Sports Complex Committee	\$126,706.17
Downtown Committee	\$203.84

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:

All-In-One Landscaping	1,500.00	Removal of 10 Trees
Ash Protective Services	1,548.00	Treatment of 10 Trees
Brad Dumke	525.00	Hartford Parks & Rec Video Production
Buss Accounting & Consulting	319.50	501c(3) Filing Hartford Hometown Christmas
Buss Accounting & Consulting	612.38	501c(3) Filing Downtown Hartford
Eich Law Offices	1,663.15	Re-establish Downtown Hartford
Eich Law Offices	1,208.40	Establish Hartford Hometown Christmas
GovOffice, LLC	550.00	Annual Website Hosting Fee
MJ Designs	360.00	Design Logos for Hartford Area Recreation
Omni-Site	645.82	Dialer for Main Lift Station
Reliabank	11,739.48	Debt Service
US Bank	99,001.67	Debt Service
Van Diest Supply Company	2,160.00	Mosquito Control Chemicals
XXX Stump Grinding, LLC	1,125.00	Stump Removal of 15 Trees

Pre-paid Bills:

Soukup Construction, Inc.	297,250.19	Pay #12 Mickelson Rd – per CC 8/20/19
Soukup Construction, Inc.	185,918.82	Pay #13 Mickelson Rd – per CC 9/3/19
Soukup Construction, Inc.	272,486.38	Pay #4 Vandemark St Project – per CC 8/20/19
SD Water & Wastewater Assoc	240.00	Conf Reg Wagner & Hanisch – per CC 8/20/19
Hartford Senior Citizens	9,000.00	2019 Appropriation – per CC 8/20/19
Humboldt Fire & Ambulance Service	15,000.00	2019 Appropriation – per CC 8/20/19
Hartford Area Fire & Rescue, Inc.	35,000.00	Equipment Funds – per CC 8/20/19
Steri-Clean	9,114.40	Down Payment on Matthies Property Cleaning

SDML Annual Conference: A reminder that the SD Municipal League Annual Conference, which will be held in Aberdeen this year, is October 8th-11th. The registration deadline is Sept 20th. **If you are interested in attending, please let me know no later than noon on Monday Sept 16th.**

Calendar of Events:

Sept 2019:

Tuesday, 17 th	Council Meeting @ City Hall, 7pm
Thursday, 19 th	Coffee with the Cops @ Stomping Grounds, 7am
Friday, 20 th	HADF Meeting @ Stomping Grounds, 7:30am
Tuesday, 24 th	Planning & Zoning Meeting @ City Hall, 7pm
Friday, 27 th	HADF Meeting @ Stomping Grounds, 7:30am

Oct 2019:

Tuesday, 1 st	Council Meeting @ City Hall, 7pm
Friday, 4 th	HADF Meeting @ Stomping Grounds, 7:30am
Tuesday, 8 th	Planning & Zoning Meeting @ City Hall, 7pm
Tues 8 th – Fri 11 th	SD Municipal League Annual Conf @ Aberdeen
Friday, 11 th	HADF Meeting @ Stomping Grounds, 7:30am
Sunday, 13 th	HASR Meeting @ Blue42, 7pm
Monday, 14 th	Columbus Day Holiday – City Hall Closed
Monday, 14 th	Chamber Meeting @ Fire Station, 6:30pm
Tuesday, 15 th	Council Meeting @ City Hall, 7pm
Thursday, 17 th	Coffee with the Cops @ Stomping Grounds, 7am
Friday, 18 th	HADF Meeting @ Stomping Grounds, 7:30am
Friday, 25 th	HADF Meeting @ Stomping Grounds, 7:30am
Tuesday, 29 th	Planning & Zoning Meeting @ City Hall, 7pm

Prepared by Karen Wilber

BIKE/REC TRAIL COMMITTEE FUNDS

(as of August 31, 2019)

Activity	Date	Revenue	Expenses	Balance
End of Year 2010 - Balance	12/31/2010	\$25,038.24	\$438.90	\$24,599.34
End of Year 2011 - Balance	12/31/2011	\$144,373.60	\$147,224.03	\$21,748.91
End of Year 2012 - Balance	12/31/2012	\$115,057.43	\$81,227.85	\$55,578.49
End of Year 2013 - Balance	12/31/2013	\$11,506.78	\$10,206.58	\$56,878.69
End of Year 2014 - Balance	12/31/2014	\$56.78	\$2,345.73	\$54,589.74
End of Year 2015 - Balance	12/31/2015	\$52.25	\$10,039.46	\$44,602.53
End of Year 2016 - Balance	12/31/2016	\$174.69	\$762.70	\$44,014.52
End of Year 2017 - Balance	12/31/2017	\$59.04	\$25,854.37	\$18,219.19
End of Year 2018 - Balance	12/31/2018	\$30,584.26	\$48,803.45	\$0.00
Year 2019				
Deposit (2019 Budget)	1/1/2019	\$10,000.00		\$10,000.00
Deposit (interest)	2/28/2019	\$1.33		\$10,001.33
Deposit (interest)	3/31/2019	\$1.41		\$10,002.74
Deposit (interest)	4/30/2019	\$1.40		\$10,004.14
Deposit (interest)	5/31/2019	\$1.46		\$10,005.60
Deposit (interest)	6/30/2019	\$1.35		\$10,006.95
SD Dept of Transportation (Mike Franken Trail)	7/16/2019		\$4,949.97	\$5,056.98
Deposit (interest)	7/31/2019	\$1.42		\$5,058.40
Deposit (interest)	8/31/2019	\$0.72		\$5,059.12
TOTALS TO DATE for 2019		\$10,009.09	\$4,949.97	\$5,059.12

To date, the balance of Bike/Rec Trail fund is \$5,059.12

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

DOWNTOWN COMMITTEE FUNDS

(as of August 31, 2019)

Activity	Date	Revenue	Expenses	Balance
End of Year 2011 - Balance	12/31/2011	\$5,000.06	\$4,910.63	\$89.43
End of Year 2012 - Balance	12/31/2012	\$10,009.86	\$0.00	\$10,099.29
End of Year 2013 - Balance	12/31/2013	\$10.35	\$474.57	\$9,635.07
End of Year 2014 - Balance	12/31/2014	\$6.78	\$9,000.00	\$641.85
End of Year 2015 - Balance	12/31/2015	\$1.71	\$496.91	\$146.65
End of Year 2016 - Balance	12/31/2016	\$3.70	\$0.00	\$150.35
End of Year 2017 - Balance	12/31/2017	\$3.53	\$0.00	\$153.88
End of Year 2017 - Transfer Committee Acct Balance	12/31/2017	\$2,044.14	\$0.00	\$2,198.02
End of Year 2018 - Balance	12/31/2018	\$3.72	\$0.00	\$2,201.74
Year 2019				
Interest Deposit	1/31/2019	\$0.31		\$2,202.05
Interest Deposit	2/28/2019	\$0.29		\$2,202.34
Interest Deposit	3/31/2019	\$0.31		\$2,202.65
Interest Deposit	4/30/2019	\$0.31		\$2,202.96
Deposit (SF Area Community Foundation - mural donation)	5/15/2019	\$1,500.00		\$3,702.96
Interest Deposit	5/31/2019	\$0.32		\$3,703.28
Hartford Area Optimist Club (mural project)	6/18/2019		\$3,500.00	\$203.28
Interest Deposit	6/30/2019	\$0.50		\$203.78
Interest Deposit	7/31/2019	\$0.03		\$203.81
Interest Deposit	8/31/2019	\$0.03		\$203.84
TOTALS		\$1,502.10	\$3,500.00	\$203.84

To date, the balance of Downtown fund is \$203.84

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

Sports Complex Committee Funds

(as of August 31, 2019)

Activity	Date	Revenue	Expenses	Balance
End of Year 2010 - Balance	12/31/2010	\$100,153.94	\$1,284.28	\$98,869.66
End of Year 2011 - Balance	12/31/2011	\$100,287.58	\$192,255.17	\$6,902.07
End of Year 2012 - Balance	12/31/2012	\$47,754.85	\$346,215.92	(\$291,559.00)
End of Year 2013 - Balance	12/31/2013	\$409,797.66	\$85,298.19	\$3,294,047.00
End of Year 2014 - Balance	12/31/2014	\$45,423.32	\$76,328.01	\$2,035.78
End of Year 2015 - Balance	12/31/2015	\$50,015.74	\$45,940.22	\$6,111.83
End of Year 2016 - Balance	12/31/2016	\$14,032.17	\$0.00	\$20,144.00
End of Year 2017 - Balance	12/31/2017	\$100,180.67	\$0.00	\$120,324.67
End of Year 2018 - Balance	12/31/2018	\$186.43	\$22,283.15	\$98,227.95
Year 2019				
Deposit (2019 Budget)	1/1/2019	\$50,000.00		\$148,227.95
Interest Deposit	1/31/2019	\$13.65		\$148,241.60
Deposit (Hartford Area Softball - scoreboard donation)	2/11/2019	\$800.00		\$149,041.60
Interest Deposit	2/28/2019	\$19.74		\$149,061.34
Interest Deposit	3/31/2019	\$21.02		\$149,082.36
Interest Deposit	4/30/2019	\$20.88		\$149,103.24
Daktronics, Inc. (2 scoreboards)	5/21/2019		\$11,367.52	\$137,735.72
Stockwell Engineers, Inc. (cost estimates)	5/21/2019		\$305.40	\$137,430.32
Interest Deposit	5/31/2019	\$21.79		\$137,452.11
Hartford Area Softball Assoc (field rent)	6/14/2019	\$320.00		\$137,772.11
Beaverbuilt, Inc. (scoreboard frames)	6/18/2019		\$3,126.00	\$134,646.11
Beaverbuilt, Inc. (telehandler rental for scoreboard install)	6/18/2019		\$75.00	\$134,571.11
Interest Deposit	6/30/2019	\$18.53		\$134,589.64
Beaverbuilt, Inc. (telehandler rental for scoreboard install)	7/16/2019		\$200.00	\$134,389.64
Colton Redi-Mix, Inc. (concrete for scoreboard install)	7/16/2019		\$432.00	\$133,957.64
Stockwell Engineers, Inc. (master plan/cost estimates)	7/16/2019		\$2,028.60	\$131,929.04
Travis Electric, Inc. (electrical for scoreboard install)	7/16/2019		\$5,260.00	\$126,669.04
Interest Deposit	7/31/2019	\$19.09		\$126,688.13
Interest Deposit	8/31/2019	\$18.04		\$126,706.17
TOTALS		\$51,272.74	\$22,794.52	\$126,706.17

To date, the balance of Sports Complex funds is \$126,706.17

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)	\$2,028.60

09/17/2019

City Administrator Report

Explanation of Agenda Items

Visitors:

- **Amy Sebert:** Our Pool Manager, Amy Sebert, will be present to give the council an end-of-season report on the pool this year.

Hearings, Applications, Resolutions & Ordinances:

- **2nd Reading of Ordinance #678 – 2020 Appropriation Ordinance (No Change since 1st Reading):** In your packet is Ordinance #678, which is our 2020 budget. This ordinance reflects the motions that were made by the city council at our budget work session on Monday, August 26, 2019. The following changes were made to the revenues and expenses that were voted on at the budget meeting (the changes are highlighted in yellow on your updated sheets)

Revenues:

- Sports Complex Fund
 1. \$100,000 was added to the Sports complex fund (from the General fund) per CC motion

Expenses:

- General Fund
 1. \$15,000 was added for the Humboldt Fire & Ambulance
 2. \$15,000 was added to the Hartford fire department for operation expenses
 3. \$29,000 was added to the Hartford fire department for equipment replacement
 4. \$15,000 was added to Streets under Salary for 1/3 of an additional FT Public Works Assistant
 5. \$30,000 was added to Streets under Equipment for 1/3 of a Used Dump Truck
 6. \$230,000 was added to Streets for: Future Mundt/6th St Imp. (50K) and Rebuilt of Opal/Ruud (180K)
 7. \$9,000 was added to the senior center for appropriations
 8. \$43,000 was added to parks under equipment for: mower (25K), Groomer (8K) & Bleachers (10K)
 9. \$102,500 was added to parks under capital improvements for: Groomer shed (2500) & Transfer to Sports complex fund (\$100K)
 10. \$44,000 was added under Bike/Rec Trail for Phase 5 extension
 11. \$10,000 was added under the Downtown Committee for Downtown Improvements
 12. \$ 6,500 was added to Promotions under other expenses to move the HS welcome sign
 13. \$25,000 was added to Promotion for Jamboree Event
 14. \$10,000 was added to Promotion for Hometown Christmas
 15. \$32,000 was added to Promotion for Chamber: Operating (12K), Jamboree Carnival (15K) & Halloween (5K)
- 3rd Penny Fund
 1. \$46,000 was added for the HADC
- Sports Complex Fund
 1. \$100,000 was added for possible sport complex expenses
- Water Fund
 1. \$15,000 was added to Salaries for 1/3 of an additional FT Public Works Assistant
 2. \$25,000 was added for future Mundt/6th Street improvements
 2. \$30,000 was added to equipment for 1/3 of a Used Dump Truck
- Sewer Fund
 1. \$15,000 was added to Salaries for 1/3 of an additional FT Public Works Assistant
 2. \$30,000 was added to equipment for 1/3 of a Used Dump Truck

Reports (Action Items):

- **Engineer Report:**
 - **Pay Application #5 to Soukup Construction:** Enclosed in your packet is pay application #5 to Soukup Construction for the Vandemark Road Project. The amount due for this pay application is \$222,092.09, which covers completed items to date.
 - **Discuss Proposal for 9th Street Project:** Soukup Construction has presented a proposal to our engineers for adding improvements to 9th Street from Vandemark to Hwy 38 to their existing

contract. This proposal is higher than originally quotes so the council will need to discuss if we want to move forward with adding this project to Soukup’s current contract with the city or to bid this out as a separate project at the 1st of the year.

New Business:

- **Mickelson Road Project:** With substantial completion of Mickelson Road, we can now move forward with assessing the abutting properties for their portion of the street, water, sewer and sidewalk costs. In order to do this, we need to confirm the following information.
 - **Confirm Assessment Cost of Street, utilities and sidewalk:** The assessment cost of the street is set by resolution at \$100 per lineal foot so this is the figure we will use in the assessments. Our agreements with the landowners state that we will charge them their portion of the actual water cost, which is estimated at \$45.00 per lineal foot and the actual sewer cost, which is estimated at \$3886.00 per acre. Unless the city council wants to implement a lower figure amount, we will move forward with these amounts.
 - **Confirm payment plan options, timeline and interest:** In order to set the assessments, the city needs to specify how the payments are going to be collected – either by Payment Plan #1, which allows the county to collect the assessments with the real estate taxes or by Payment Plan #2, which allows all the payment to come directly to the city but then the city would have to send all the payment notices each year, keep track of the interest figures and keep track of the penalty amount for non-payment. We have always implemented Payment Plan #1 and let the county be responsible for collecting these assessments – this would be my suggestion again. The council also needs to set the years for the payments and the interest amounts – this only needs to be done for the sidewalk assessment since the street and utilities assessments are being paid upfront by either escrow funds or by letters of credit from the developers. The last sidewalk assessment was for 5 years at 7% interest – do we want to keep it the same. (Note: I am assuming that we are assessing the full cost of the sidewalk against the abutting property owners, which is \$22.75 per lineal foot but the council can decide if we want to cap this at any lower amount)
 - **Set Public Hearing Date & Time for Proposed Amendments:** Moving forward, the city needs to draft an assessment roll, which shows each property that is being assessed and the amount of the assessment. This assessment roll needs to be sent to each property owner and a public hearing to verify the roll needs to be set by the city council. We must advertise the public hearing for 10 days in our official newspaper, which will allow the public hearing for the assessment roll to be on October 15 at 7:05pm. This public hearing allows property owners and the general public to question or protest the assessment. Once council approved the assessment roll, we will then move forward with passing a resolution on the assessment and then it can be filed with the county for collection.

- **Discuss Recreation Program:** As you know the city employed a Recreational Director back in February of this year to help get information out to the public, to help generate new recreation programs and to aid the existing HASR and various sport associations that service our community. The hope was to have a single contact person for information and scheduling that would work as a liaison between the community organizations and the city. Nate Velandar was hired on a part-time base to get this position and department up and running. The position was set to a limited number of working hours and those hours will be coming to an end. The city council will need to discuss the future of this program and position. I have included the current job description for the Recreation Director for your review.

Non-Agenda Updates

Vandemark Tax Bond: We are on track to close on our sales tax bond for Vandemark Avenue this Tuesday, September 17th.

Wage Compensation Report: I meet this last week with Patricia Dougherty with The Western Group to review the compensation analysis they performed on the city’s full-time/year-round employees. They were sent job analysis information on all our full-time or year-round employees, which detail their actual job duties. Upon review of this information, they were able to determine a market minimum rate of pay, a mid-point rate of pay and a maximum market rate of pay. Of the 11 positions reviewed, I’m happy to report that all positions, except for one, are at the mid-point of the market, which is what we want to see. We have one position that is slightly below the mid-point market rate, but that position is also part-time. This wage review allows the city to see a starting wage point and a

maximum wage point for each position. They also reviewed the city's benefit package that we offer and said we are within the industry standard of 25% of our compensation rate – they suggested no changes. A couple of suggestions that they had: 1) Once an employee hits the high range for compensation, consider giving pay raise as a lump-sum verses increase their rate of pay in order to not tip the pay rate scale; 2) They suggest giving percentage increases to pay verses a dollar amount; 3) Suggest that we show a breakdown of the benefit package each employee is received each year (they provide a template for us to use). They also provide the city with a compensation and benefits review and recommendation summary – I will place this information in the council “box” system, along with the compensation breakdown provided. I you have any questions, feel free to contract The Western Group.

Joint Jurisdiction: At the last planning and zoning meeting, we discussed a date for a public meeting. It was decided to hold this public meeting on October 29th. This allows the P&Z Board time to familiarize themselves with the Dell Rapids Joint Jurisdiction Ordinance to hopefully address any questions the public may have. As discussed, we plan to invite all the property owners within this proposed area, the city council and the county commissioners to make all parties involved part of this process. Please make your calendar for October 29th and plan to attend.

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

**CITY OF HARTFORD
POSITION DESCRIPTION**

Recreation Director

DEPARTMENT City Hall	DIVISION City Hall	SUPERVISOR City Administrator	CLASSIFICATION Seasonal
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DEFINITION:

The City of Hartford is looking to hire an organized and hard-working individual to serve as the Recreation Director for the City. The Director will work with other recreation organizations to organize, implement and oversee a variety of recreational activities within the city for youth and adults. This will be a seasonal position that allows you to work up to 20 hours per week or up to 1040 hours per year, with the possibility of growing as programs expand. Hours of work will be flexible and coordinated around duties as needed.

JOB LOCATION:

This position will be located in City Hall.

DUTIES AND RESPONSIBILITIES OF THE RECREATION DIRECTOR:

- Work with Area Activity Associations to Promote, Coordinating and Schedule the City's Recreational Facilities.
- Assist Area Activity Associations and Committees with Recreational Event Planning and Tournaments.
- Assist Area activity Associations with setup of leagues, checkout of equipment and ordering of supplies
- Communicate Essential Information to Coaches and the Public regarding the City's Recreational Facilities.
- Get information out to Area Activity Associations, Coaches, Parents and the General Public regarding area activities through the creation of a Website and use of Social Media.
- Attend Meetings for the Hartford Area Pool Committee, Hartford Area Bike and Recreation Committee and Hartford Area Sports and Recreation Committee and Provide Assistance to those Committees Upon Request.
- Be a Liaison between the City Council and Committees.

- Assist with Grant Writing and Fund Raising as needed.
- Other Duties as Deemed Necessary and/or Assigned.

REQUIRED KNOWLEDGE AND ABILITIES:

- Ability to operate standard office equipment, including but not limited to, computer, telephone system, calculator, copier and facsimile machine.
- Good writing, analytical and problem-solving skills.
- Ability to maintain high level of accuracy.
- Ability to communicate effectively.
- Ability to multi-task and have good organizational skills.
- Ability to establish and maintain effective working relationships with other personnel, the general public and city officials.
- Posses a thorough knowledge of most summer recreation sports or a willingness to learn.

MINIMUM QUALIFICATIONS:

High School Graduate or Equivalent. Basic office skills and knowledge of Microsoft Word and Excel. Must possess strong verbal and written communications skills. Must be CPR and First Aid Certified. Previous experience with a recreation program or coaching is preferred.

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

COMPENSATION:

The starting pay range shall be between \$15.00 and \$25.00 per hour, depending on qualifications.

Date: _____

Employee Signature: _____