

Hartford City Council Agenda
Tuesday, October 6, 2020 – 7:00 p.m.
Hartford City Hall

Mayor: Jeremy Menning
Ward 1: Mark Brenneman and Travis Kuehl
Ward 2: Mark Monahan and Mark O'Hara
Ward 3: LaVonne Randall and Arden Jones

Pledge of Allegiance

Business Items

- Roll Call of Mayor and City Council Members
- Additions to the Agenda/Approve Agenda
- Approve Minutes of Previous Meeting(s)
 *Regular Meeting Minutes – 09/15/2020
- Approve Bills submitted for Payment (if any)

Public Comments – Public Input on Non-Agenda Items

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

Applications, Agreements, Hearings, Resolutions & Ordinances

- Special Event Application – Witches and Warlock Wine Walk
- 7:05 Hearing for Assessment Rolls
 - Resolution 2019-18A – Vandemark Street/Sidewalk Assessment
- 2nd Reading of Ordinance #694 – Amended Zoning Regulations
- 2nd Reading of Ordinance #696 – Zoning of Lot 3 of Swenson Addition
- 2nd Reading of Ordinance #697 – Rezone of Lots 7&8, Block 4 of Hartford City Proper
- 1st Reading of Ordinance #700 – Amend Lands Included within Rural Service District

Visitors

- Scott Parks – Permission to place Carriage Walk within City Boulevard
- Mark Monahan – Present Proposal to Purchase City Property

Reports

- Minnehaha Sheriff Deputy Report – Deputy Kardas
- Chamber and Economic Development Director – Gabe Steinmeyer
- City Engineer Report – Stockwell Engineers
 - *Pay Application #3 to Zacharias Construction for 9th Street Project \$221,007.17
 - *Pay Application #2 to Zacharias Construction for Ruud/Opal Project \$131,564.52
- Public Works Superintendent – Craig Wagner
- Finance Officer Report – Karen Wilber
 - *Review/Approve 2019 Audit Report
- City Administrator Report – Teresa Sidel

Old Business

- Review Plat of Tract 1 and Tract 2 of Anderson's Addition

New Business

- Review/Approve SECOG Agreement for Adm Assistance with FEMA Grant
- Review/Approve Job Description for Part-time Snow Removal Help
- Reschedule November 3rd City Council Meeting for General Election

Correspondence

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

Adjournment

Next Regular City Council Meeting: Tuesday – October 20, 2020

City Council Meeting – Regular Meeting September 15, 2020

Mayor Jeremy Menning called the meeting to order at 7:00pm with the following city council members present: Mark Monahan, Arden Jones, Mark Brenneman, Travis Kuehl, Mark O’Hara and LaVonne Randall. Also present were City Administrator Teresa Sidel, City Finance Officer Karen Wilber, Public Works Superintendent Craig Wagner, Chamber & Economic Development Director Gabe Steinmeyer, City Engineer Jon Brown and approximately 6 people from the public.

BUSINESS ITEMS:

- **Approve Agenda:** A motion was made by Jones, second by Brenneman to approve the agenda as set - all voted yes, motion carried.
- **Approval of the Minutes:** A motion was made by Jones, second by Brenneman to approve the meeting minutes from September 1, 2020 – all voted yes, motion carried.
- **Approval of the Bills:** A motion was made by Brenneman, second by Kuehl to approve the bills submitted for payment – all voted yes, motion carried.

PUBLIC COMMENTS:

- Kathleen Puttmann, owner of Sideline Diesel Repair and employee of The South Bar, was present to inform the council that both locations have been having issues with rats. Sidel commented that one other call had been received and, to her understanding, the homeowner hired an exterminator to address the issue.
- Sandy Dean, on behalf of DHI, was present to inform the council of activities being planned during the Jamboree Day event on Saturday September 26th that will honor Elihu Increase Oaks. Mr. Oaks was the namesake of Oakville before it was changed to Hartford.
- John Fuller was present to provide some history on Hartford about his great grandfather, who is memorialized on a the bronze plaque located at Century Park.

ORDINANCES, RESOLUTIONS, APPLICATIONS AND HEARINGS:

- **Special Event Application for WC Homecoming Parade:** Amy Lupkes was present on behalf of the WC School District. The school is requesting to hold the homecoming parade on Sept 25th from 1pm to 2pm. A change has been made to the parade route since the application was submitted. They would start on 2nd St at the Middle School going west to Main Ave turning north on Main Ave. A motion was made by Jones, second by Randall to approve the special event permit with noted changes to the route and to waive the application fee – all voted yes, motion carried.
- **7:05 Hearing & 1st Reading of Ordinance #697 – Rezone Lots 7 & 8, Block 4 of Hartford City Proper:** The City owns Lots 2 thru 8, Block 4 of Hartford City Proper. The two north lots, #7 & #8, are zoned community commercial while the other five lots are zoned central business. When marketing these lots for development, it would be beneficial to have them all zoned the same in the event that someone would want to develop on more than one, they would not have to worry about the zoning being different. The Planning & Zoning board has reviewed this request and recommend approval of the rezoning. A motion was made by Brenneman, second by O’Hara to approve 1st reading of Ordinance #697 to rezone of Lots 7 & 8, Block 4 of Hartford City Proper from community commercial to central business – all voted yes, motion carried.
- **7:10 Hearing & 1st Reading of Ordinance #694 – Amended Zoning Regulations:** Ordinance #694 would amend the City’s zoning regulation to allow places of worship as a permitted use in all zoning districts. As the regulation are now, churches are permitted in residential and manufactured housing residential districts only. Changes include removing “churches” from residential districts and adding “place of worship” to all districts. The Planning & Zoning board has reviewed this request and recommends approval of these changes. A motion was made by Kuehl, second by Randall to approve 1st reading of Ordinance #694 Amended Zoning Regulations – all voted yes, motion carried.
- **7:20 Hearing – Annexation & Rezone of Lot 3 Swenson Addition:** The City owns 5 acres (Lot 3 Swenson Addition) located on the NW side of the city that is currently not annexed into city limits. The annexation & zoning process takes about 2 months to complete so, for marketing purposes, it would be more attractive to potential buyers to have this process already done. There are two housing eligibilities on this parcel and once annexation occurs, those eligibilities will be gone. Adjacent lots 2 & 4 are zoned light industrial.
 - **Resolution 2020-13 – Annexation of Lot 3 of Swenson Addition:** A motion was made by Kuehl second by Jones to approve Resolution 2020-13 – Annexation of Lot 3 of Swenson Addition – Monahan voted no with all others voting yes, motion carried.
 - **1st Reading of Ordinance #696 – Zoning of Lot 3 of Swenson Addition:** A motion was made by Jones, second by O’Hara to approve 1st Reading of Ordinance #696 to zone Lot 3 of Swenson Addition as light industrial – all voted yes, motion carried.

- **2nd Reading of Ordinance #692 – Rezone Lots 5 & 6, Block 3 of Western Meadows Addition:** Western Meadows, LLC has applied to rezone Lots 5 & 6 of Block 3 from community commercial to residential. Lots to the west and south of these lots are currently zoned residential and have houses on them. The Planning & Zoning board has reviewed this request and recommend approval of the rezoning. A motion was made by Brenneman, second by Kuehl to approve 2nd reading of Ordinance #692 to rezone of Lots 5 & 6, Block 3 of Western Meadows Addition from community commercial to residential – all voted yes, motion carried.
- **2nd Reading of Ordinance #693 – 2021 Appropriations:** Ordinance #693 outlines and sets the 2021 budget that was voted on by the Council at the August 26, 2020 special budget meeting. A motion was made by Jones, second by Randall to approve 2nd reading of Ordinance #693 2021 Appropriations – Monahan voted no with all others voting yes, motion carried.

REPORTS:

- **Fire Department Report:** Fire Chief Bryon Shumaker was present to give a fire department update. For Aug there were 42 total calls with 14 in city limits. Shumaker gave a recap of training that was held in Aug for both EMS & Fire. The Public Safety Day event went well. Shumaker thanked all entities involved. An update was given on the implementation of the Knox System.
- **Engineer Report:** Jon Brown provided engineer updates:
 - 9th Street Improvements – The project is on schedule and on budget. This week the contractors will finish topsoil, seeding and final restoration work.
 - Ruud/Opal Lane Intersection Improvements – Curb & gutter work is now complete and asphalt work is underway. At this time, this project is running a little over budget. The project is expected to wrap up this week.
 - Vandemark Avenue Improvements – Warranty repairs are underway, including concrete work and seeding.
 - Mickelson Road Improvements – Warranty repairs are underway, including sidewalk repairs. Several sections of sidewalk were torn out this week with no notification given to the City or the abutting property owners. Discussion was held on how this procedure could be improved on future projects.
- **Public Works Report:** Public Works Superintendent Wagner’s report was provided to the council.
 - Streets – The second application of mag water is planned for Friday this week. Street patching is complete. Mosquito fogging continues as needed. Street sweeping is planned for next week. The speed trailer has been out at various problem areas. Staff continues to work on drainage areas.
 - Water – Staff continues to change out meters as time allows. Stage 2 reporting will be done this week. Copper & lead sampling, which is done every three years, is now finished. Staff will be doing hydrant work at 4th & Western.
 - Sewer – Monthly reporting has been done. Regarding the future facility RFQ, staff has had several meetings with different engineering firms wanting more information on our current facility.
 - Parks – The circle slide at Turtle Creek Park has been damaged so it has been removed. Once the refurbished playground equipment is done and place, a determination will be made if the slide needs to be replaced.
 - Sports Complex – The City has been approved for a grant thru Reliabank for the planting of trees at the Sports Complex. The grant will fund \$100 per tree up to 15 trees for a total of \$1,500. Wagner indicated that there is money left in this year’s budget to move forward with the grant, placing the order and making a down payment. Then next year, the remaining balance could be paid from funds budgeted for boulevard trees or park trees. The consensus of the council was to move forward as presented.
 - Public Buildings – The concrete work at the shop will be done this week.
- **Finance Officer Report:** City Finance Officer Wilber’s report was provided to the council. Items included cash balances, sales tax revenue and committee fund balances as of Aug 31st and a recap of bills submitted for payment. The calendar of events was also provided.
- **City Administrator Report:** City Administrator Sidel’s report was provided to the council. There has been a lot of interest in the RFQ for the future waste water treatment facility. The submission deadline is Sept 30th. The new phone system was installed this week. The city attorney is working on an ordinance to update our rural service districts. City staff, attorney & engineers had a meeting with the property owner on the remaining easement needed on the Western Ave sewer project. An insurance audit will be conducted this week. It has been several years since the City has priced out its insurance. It is the consensus of the council that this be done again to ensure the City is taking advantage of the most affordable option.

OLD BUSINESS:

- **Jamboree Request for 2020 Appropriation:** Leah Johnson, on behalf of the Jamboree Committee, was present to give an update on the upcoming event and to request their 2020 Appropriation. Since a smaller one-day event is being held this year, the committee is not requesting the full budgeted amount of \$25,000 but rather is requesting \$5,000. A motion was made by Kuehl, second by Brenneman to approve the release of \$5,000 to the Jamboree Committee for their 2020 event – all voted yes, motion carried.

NEW BUSINESS:

- **Review Plat of Tract 1 & Tract 2 of Anderson's Addition:** This plat, which is outside of city limits, is coming before the Council for approval as a result of our joint platting jurisdiction with Minnehaha County. These tracts are located in our growth area and are therefore subject to the approval of both Planning & Zoning Board and City Council before it can be submitted to Minnehaha County for approval. The Planning & Zoning Board, along with City Engineers, have reviewed the plat and recommend approval by the Council as long as engineer comments are addressed. All comments have been addresses except for the signing of a pre-annexation agreement, which the City's regulations require before final approval is given on any plat within the City's unincorporated jurisdiction. A motion was made by Kuehl, second by Brenneman to approve the plat of Tract 1 & 2 of Anderson's Addition contingent on engineer's comments being addressed. Monahan suggested to not take any action until the pre-annexation agreement is signed. City Engineer Jon Brown agreed. Kuehl withdrew his motion. A motion was made by Kuehl, second by Brenneman to table this item until the next meeting. Monahan suggested tabling until they sign pre-annexation agreement. Vote was taken with Monahan voting no and all others voting yes, motion carried.
- **Assignment of Agreement between City of Hartford and Rural Office of Community Services:** The City received a grant from the State to purchase the transit but. At the time, Inter-Lakes Community Action Partnership (ICAP) was managing the City's transit program. Rural Office of Community Services (ROCS) has since taken over management of the program from ICAP. This assignment of agreement transfers all interest in the program from ICAP to ROCS. A motion was made by Monahan, second by Brenneman to approve the assignment of agreement between the City of Hartford and ROCS – all voted yes, motion carried.
- **Lease Agreement – West Face of Billboard #5:** A billboard lease agreement between the City and Central State Manufacturing, Inc. was presented to the council. All terms are the same as past billboard leases. A motion was made by Brenneman, second by Monahan to approve the lease agreement for the west face of billboard #5 to Central States Manufacturing, Inc. – all voted yes, motion carried.

CORRESPONDENCE: None

EXECUTIVE SESSION: A motion was made O'Hara, second by Monahan to enter executive session pursuant to SDCL 1-25-2 (3) for legal at 8:16pm – all voted yes, motion carried.

Minutes recorded by Finance Officer Karen Wilber.

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

Karen Wilber, Finance Officer

EXECUTIVE SESSION: A motion was made by Brenneman, second by Monahan to exit executive session at 8:29pm – all voted yes, motion carried.

ADJOURNMENT: A motion was made by Brenneman, second by Monahan to adjourn at 8:30pm – 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

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

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

W(W)W - participating businesses open to offer wine samples and the attendees can stay for games + gathering. This is a DHI fundraiser

Such event shall be conducted on the 17th day of October, 2020, between the hours of 1pm and 9pm.

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

Downtown Hartford between Meritt + 2nd Ave. Requesting closure of streets 1st, alley, N. Main.

Address of Event: Downtown Hartford

Is the organization applying for the use of alcoholic beverages on described public property? yes

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

Jessica Evans
Signature

9-17-20
Date

Organization: DHI

Applicant: Rickie Kunzweiler

Address: PO Box 41

Phone Number: 605-941-7961

Email: downtownhartfordinc@gmail.com

THIS PORTION FOR OFFICE USE

The undersigned, City Administrator of Hartford, South Dakota, hereby certifies that the foregoing application has been considered and approved this _____ day of _____, 20____, and that the \$5 application fee have been thereof received.

Signature

Date

Mark N/A by all that do not pertain to your event.

- 1) Applicant must provide the City with commercial general liability insurance that names the City of Hartford as an additional insured – covering the duration of the event. SL
- 2) Applicant must plan a route for emergency vehicles and contact Hartford Fire & Rescue to determine need for EMS presence at the event. SL
- 3) Applicant must supply sufficient security control. SL
- 4) Applicant must verify that ample parking is available. SL
- 5) Applicant must supply garbage receptacles. SL
- 6) Applicant must supply public restroom facilities (portable toilets). SL
- 7) Applicant must supply clean-up crew. SL

Please initial each of the above verifying compliance.

RESOLUTION # 2019-18A
PUBLIC HEARING – October 6, 2020 @ 7:05 PM

A **RESOLUTION** approving the special assessment roll for the installation of street, curb, gutter and sidewalks in conjunction with the N Vandemark Road Project.

WHEREAS, the Hartford Governing Body deemed it necessary to street, curb, gutter along N Vandemark Avenue from Highway 38 north to City Limits.

WHEREAS, the Hartford Governing Body has provided that said assessments shall be payable in ten (10) installments, payable under Plan 1, “Collection by the County”, and

WHEREAS, the Governing Body has set the interest rate at ten percent (10%) per annual commencing October 2, 2020 unless paid in full on or before 5:00 pm on October 1, 2020 and

WHEREAS, the whole of such assessment or any installment thereof may be paid at anytime and that all installments paid prior to their respective due dates shall be deemed paid in inverse order of their due dates, now therefore

BE IT RESOLVED that the Common Council for the City of Hartford, South Dakota, does hereby approve the Special Assessment Roll for improvements in conjunction with the 2019 N Vandemark Road Project.

Said roll is on file in the City Finance Office.

Dated this 6th day of October, 2020.

Mayor Jeremy Menning

(seal)

ATTEST:

Karen Wilber
Hartford Finance Officer

**STATE OF SOUTH DAKOTA
COUNTY OF MINNEHAHA**

On the 6th day of October, 2020, before me Jeremy Menning, Mayor of Hartford, and Karen Wilber, Finance Officer, the undersigned officers, personally appeared before me or satisfactorily proven to be the person(s) whose name is subscribed to the within instrument and acknowledge that they executed the same of the purposed there contained. In witness whereof I hereunto set my hand and official seal.

Notary Public

My commission expires:

(seal)

CERTIFICATE OF ENACTMENT

I, Karen Wilber, duly appointed Finance Officer of the City of Hartford, Minnehaha County, South Dakota, do hereby certify that the attached and foregoing Resolution #2019-18A was duly and properly enacted by the Common Council of the City of Hartford at a regular meeting thereof called for such purpose on the 6th day of October, 2020.

Karen Wilber, Finance Officer

PREPARED BY:

NAME: Teresa Sidel

ADDRESS: 125 N Main Ave, Hartford, SD, 57033

PHONE: (605) 528-6187

SPECIAL ASSESSMENT ROLL: RESOLUTION #2019-18A (STREET/SIDEWALK ASSESSMENT)

PROJECT: NORTH VANDEMARK AVENUE PROJECT FROM HIGHWAY 38 NORTH TO CITY LIMITS
PLACEMENT OF CURB, GUTTER, STREET - INCLUDING SIDEWALKS UPON ALL DEVELOPED PROPERTY

LOCATION: HARTFORD CITY, MINNEHAHA COUNTY, SOUTH DAKOTA

DATE: October 6, 2020 @ 7:05 PM @ HARTFORD CITY HALL

COST OF IMPROVEMENTS: STREET, CURB & GUTTER - \$111.82 PER LINEAR FOOT
SIDEWALKS - \$28.05 PER LINEAR FOOT

ASSESSMENT RATE: COST OF IMPROVEMENT, WITH A CAP OF \$100.00 PER LINEAR FOOT

TOTAL ASSESSED AMOUNT: \$12,940.00

SUPPOSED OWNER	LEGAL DESCRIPTION	PROPERTY RECORD ID NUMBER	TOTAL LINEAR FOOTAGE	LINEAR FOOTAGE CREDIT FOR CORNER LOT	TOTAL ASSESSED LINEAR FOOTAGE	CALCULATED COST OF IMPROVEMENT	TOTAL OUTSTANDING ASSESSMENT DUE to the City	INSTALLMENTS	INTERST RATE
Paul W. & Colleen M. O'Toole 711 N Vandemark Ave Hartford, SD 57033	N77.2 E120 R3 OF LOTS 10 TO 12 SMITH & GROVERS ADDN TO HARTFORD	64083	77.2	-25	52.2	\$ 7,301.21	\$ 5,220.00	10 Years	10%
Andrew Kibler 707 N Vandemark Ave Hartford, SD 57033	LOT R2A OF LOTS 10, 11 & 12 SMITH & GROVERS ADDN TO HARTFORD	80140	77.2	0	77.2	\$ 10,797.96	\$ 7,720.00	10 Years	10%
							\$ 12,940.00		

PREPARED BY:

Teresa Sidel - Hartford City
Administrator
125 N Main Avenue
Hartford, SD 57033

ORDINANCE NO. 694

AN ORDINANCE OF THE CITY OF HARTFORD, SD, AMENDING THE 2016 REVISED HARTFORD ZONING REGULATIONS BY AMENDING CHAPTER 3, NRC: NATURAL RESOURCE CONSERVATION DISTRICT; CHAPTER 4, R: RESIDENTIAL DISTRICT; CHAPTER 5, MH: MANUFACTURED HOUSING RESIDENTIAL; CHAPTER 6, NC: NEIGHBORHOOD COMMERCIAL DISTRICT; CHAPTER 7, CC: COMMUNITY COMMERCIAL DISTRICT; CHAPTER 8, RC: REGIONAL COMMERCIAL DISTRICT; CHAPTER 9, CB: CENTRAL BUSINESS DISTRICT; CHAPTER 10, LI: LIGHT INDUSTRIAL DISTRICT; CHAPTER 11, HI: HEAVY INDUSTRIAL DISTRICT; AND CHAPTER 20, DEFINITIONS.

BE IT ORDAINED BY THE CITY OF HARTFORD, SD:

Section 1. That Chapter 3.01 of the 2016 Revised Hartford Zoning Regulations is hereby amended to include the following:

Place of Worship	12.02, 12.04, 12.11 All parking lots being eight feet from all residential properties. One of the principle frontages shall abut upon an arterial or collector street. One free standing sign as allowed within 12.06
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Section 2. That Chapter 4.01 of the 2016 Revised Hartford Zoning Regulations is hereby amended to remove the following:

Church	12.02, 12.04, 12.11 All parking lots being eight feet from all residential properties. One of the principle frontages shall abut upon an arterial or collector street. One free standing sign as allowed within 12.06.
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Section 3. That Chapter 4.01 of the 2016 Revised Hartford Zoning Regulations is hereby amended to include the following:

Place of Worship	12.02, 12.04, 12.11 All parking lots being eight feet from all residential properties. One of the principle frontages shall abut upon an arterial or collector street. One free standing sign as allowed within 12.06
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Section 4. That Chapter 5.02 of the 2016 Revised Hartford Zoning Regulations is hereby amended to remove the following:

Churches	12.02, 12.04, 12.11, 19.01 One of the principle frontages shall abut upon an arterial or collector street. One freestanding sign as allowed within 12.06.
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Section 5. That Chapter 5.01 of the 2016 Revised Hartford Zoning Regulations is hereby amended to include the following:

Place of Worship	12.02, 12.04, 12.11 All parking lots being eight feet from all residential properties. One of the principle frontages shall abut upon an arterial or collector street. One free standing sign as allowed within 12.06
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Section 6. That Chapter 6.01 of the 2016 Revised Hartford Zoning Regulations is hereby amended to include the following:

Place of Worship	12.02, 12.04, 12.06, 12.11
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Section 7. That Chapter 7.01 of the 2016 Revised Hartford Zoning Regulations is hereby amended to include the following:

Place of Worship	12.02, 12.04, 12.06, 12.11
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Section 8. That Chapter 8.01 of the 2016 Revised Hartford Zoning Regulations is hereby amended to include the following:

Place of Worship	12.02, 12.04, 12.06, 12.11
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Section 9. That Chapter 9.01 of the 2016 Revised Hartford Zoning Regulations is hereby amended to include the following:

Place of Worship	12.02, 12.04, 12.06, 12.11
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Section 10. That Chapter 10.01 of the 2016 Revised Hartford Zoning Regulations is hereby amended to include the following:

Place of Worship	12.02, 12.04, 12.06, 12.11
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Section 11. That Chapter 11.01 of the 2016 Revised Hartford Zoning Regulations is hereby amended to include the following:

Place of Worship	12.02, 12.04, 12.06, 12.11
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Section 12. That the following entries in Chapter 20.02 of the 2016 Revised Hartford Zoning Regulations are hereby amended to read as follows:

CHURCH – See (Place of Worship).

PLACE OF WORSHIP – A premises used for the regular assemblage of people for the purpose of worship, ceremonies, rituals, or education relating to a particular form of religious belief. Places of worship include, but are not limited to, churches, chapels, mosques, synagogues, and temples.

Adopted this 6th day of October 2020

Jeremy Menning
Mayor, City of Hartford

ATTEST:

Karen Wilber
Finance Officer, City of Hartford

Seal

First Reading: September 15, 2020
Second Reading & Adoption: October 6, 2020
Publication: October 16, 2020
Effective Date: November 5, 2020

ORDINANCE #696

**AN ORDINANCE of the City of Hartford, South Dakota,
providing for the zoning of certain property within the City of
Hartford.**

BE IT ORDAINED by the governing body of the City of Hartford, South Dakota:

THE ZONING CLASSIFICATION under the Zoning Ordinance of the City of Hartford, South Dakota,
of the real property described as:

Lot 3 of Swenson Addition in the W1/2 of the NW1/4 of Section 15-T102N-R51W
Minnehaha County, South Dakota

IS HEREBY DESIGNATED as Light Industrial.

ADOPTED this 6th day of October 2020.

Mayor Jeremy Menning

Attest:

Karen Wilber

Planning and Zoning Public Hearing: September 8, 2020
1st Reading of Rezone Ordinance: September 15, 2020
2nd Reading & Adoption: October 6, 2020
Publication: September 25, 2020
Effective: November 5, 2020

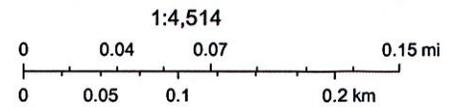
(seal)

Lot 3 Swenson Addition



9/4/2020, 2:26:44 PM

- County Tract County Parcels
- County Lot Parcels
- County Block Standard Tax Parcel
- County Additions
- County Tax Lines Condo or Suite
- Municipalities
- PLAT
- Section
- Townships
- TAXLOT



Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), (c) OpenStreetMap contributors, and the GIS User Community, City of

ORDINANCE #697

**AN ORDINANCE of the City of Hartford, South Dakota,
providing for the rezoning of certain property within the City
of Hartford.**

BE IT ORDAINED by the governing body of the City of Hartford, South Dakota:

THE ZONING CLASSIFICATION under the Zoning Ordinance of the City of Hartford, South Dakota,
of the real property described as:

Lot 7 & Lot 8, Block 4 of Hartford City Proper, City of Hartford, Minnehaha County,
South Dakota

IS HEREBY REZONED from Community Commercial (CC) to Central Business (CB).

ADOPTED this 6th day of October 2020.

Mayor Jeremy Menning

Attest:

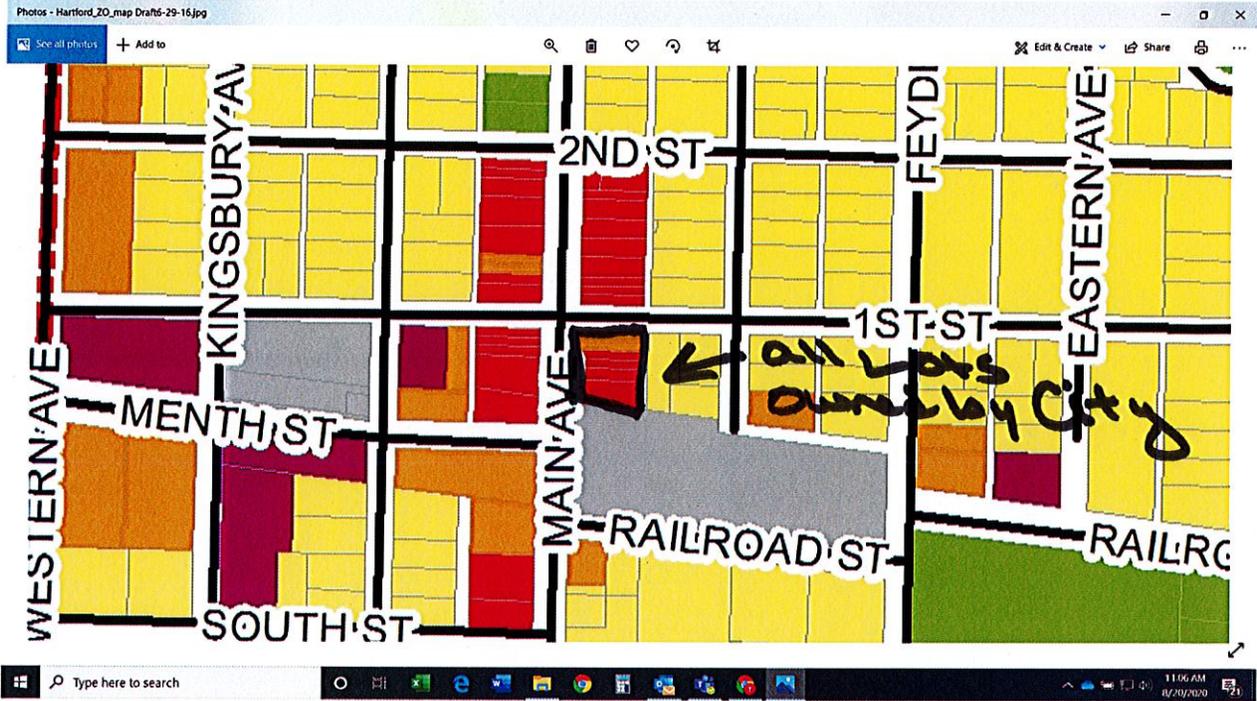
Karen Wilber

Planning and Zoning Public Hearing: September 8, 2020
1st Reading of Rezone Ordinance: September 15, 2020
2nd Reading & Adoption: October 6, 2020
Publication: September 25, 2020
Effective: November 5, 2020

(seal)

City of Hartford

Zoning Map



ORDINANCE 700

**AN ORDINANCE TO AMEND LANDS INCLUDED WITHIN RURAL SERVICE
DISTRICT**

Be it Ordained by the City Council for the City of Hartford, South Dakota that Section 9.1003, Exhibit A, as identified in appendix two to the Hartford City Ordinances be amended to provide as follows:

Lands included in rural service district for the City of Hartford, South Dakota shall include in addition to other lands previously designated property, the following:

Parcel One: The Northeast Quarter of the Northeast Quarter (NE1/4 NE1/4) South of the Highway and the Southeast Quarter of the Northeast Quarter (SE1/4NE1/4) (except Lot H-1) Section 26, Township 102 North, Range 51, West of the 5 P.M., Minnehaha County, South Dakota.

Parcel Two: The Chicago, Northwestern Railroad right of way over and across the Northwest Quarter (NW1/4), including Lot PE-1, in Section 25, Township 102, Range 51 West of the 5th P.M., Minnehaha County, South Dakota, except Lot H1 contained therein.

Parcel Three: The North 500 feet of the Stockwell Tract 1 in the Northwest Quarter (NW1/4), Section 25, Township 102 North, Range 51 West of the 5th P.M., Minnehaha County, South Dakota.

Parcel Four: That Part of the Northwest Quarter (NW1/4) lying South of Railroad Right of Way of the Chicago, St. Paul, Minneapolis and Omaha Railroad, except Lot H-3 and except Stockwell Tract 1, all in Section 25, Township 102 North, Range 51 West of the 5th P.M., Minnehaha County, South Dakota.

Parcel Five: Tract 1 of Hartford Hills Addition in the East 1/2 of Section 25, Township 102 North Range 51 West of the 5th P.M., Minnehaha County, South Dakota.

Parcel Six: THE NORTHEAST QUARTER OF SECTION 25, TOWNSHIP 102 NORTH, RANGE 51 WEST OF THE 5TH PRINCIPAL MERIDIAN, MINNEHAHA COUNTY, SOUTH DAKOTA, (EXCEPTING THERFROM LOT H-1, H-2, H-3, H-4, H-5 AND H-6 IN THE S1/2 OF THE NE1/4 25-102-51, AND EXCEPT TRACT 2 OF HARTFORD HILLS ADDITION IN THE NORTHEAST

QUARTER OF SECTION 25-102-51, AND EXCEPT THE EAST 481 FEET OF THE NORTHEAST QUARTER LYING NORTH OF LOT H-4 ALL IN TOWNSHIP 102 NORTH, RANGE 51 WEST OF THE 5TH PRINCIPAL MERIDIAN, MINNEHAHA COUNTY, SOUTH DAKOTA.)

Parcel Seven: Tract 2 of Hartford Hills Addition in the East 1/2 of Section 25, Township 102 North Range 51 West of the 5th P.M., Minnehaha County, South Dakota.

The Hartford City Council finds that the properties identified herein have been annexed by the City of Hartford and that the same qualify for designation within the Hartford Rural Service District and that said properties are not benefited to the same degree as other lands by municipal services financed by general taxation.

Dated this 20th day of September 2020.

CITY OF HARTFORD

By: Jeremy Menning, Mayor

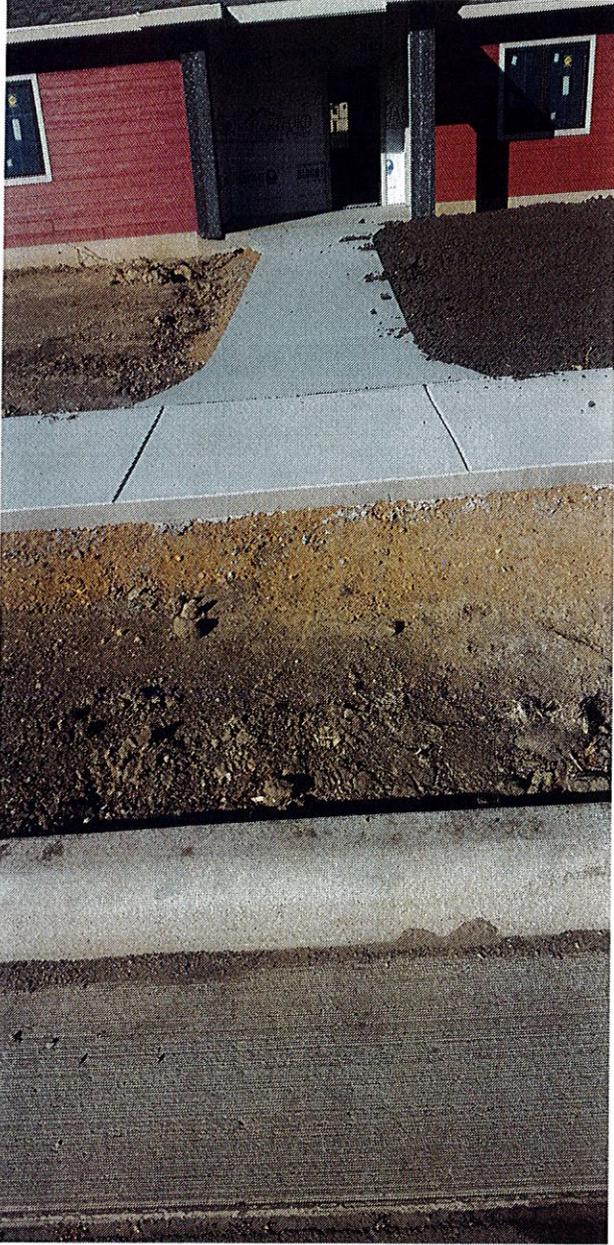
Attest:

By: Karen Wilber, Finance Officer

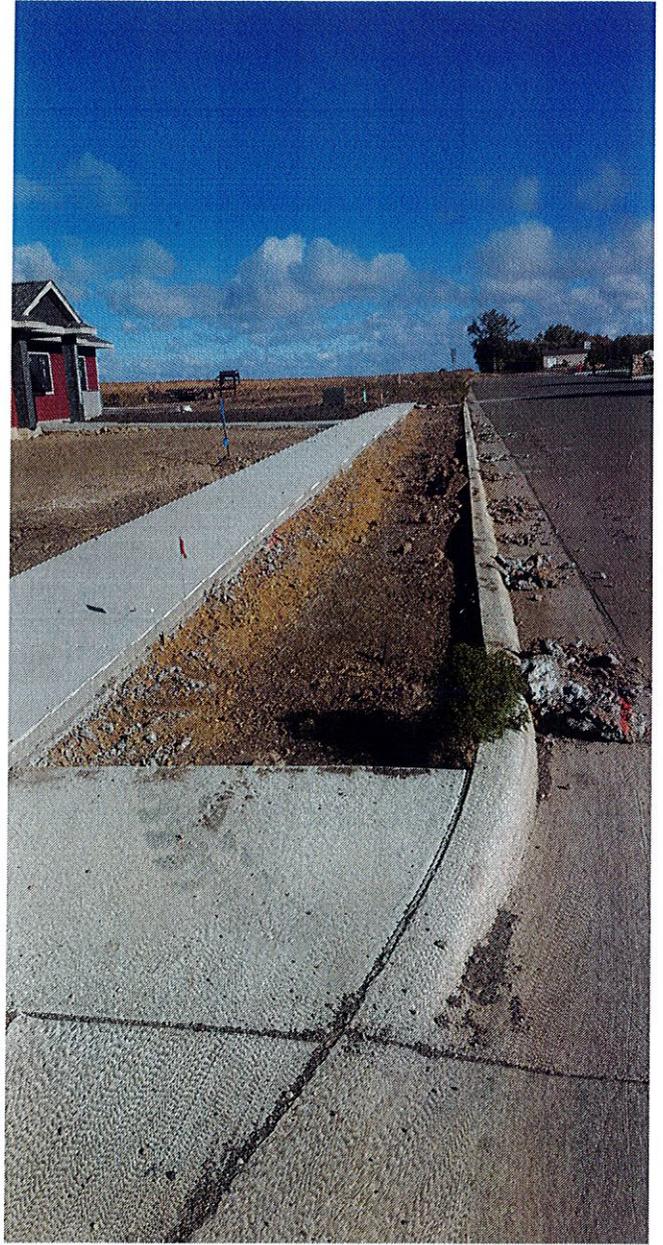
(Seal)

FIRST READING AND HEARING - October 6, 2020
SECOND READING AND ADOPTION - October 20, 2020
PUBLICATION - October 30, 2020
EFFECTIVE DATE - November 19, 2020

Parks Property -



View from Vandemark towards the front door of the house. We would like to extend the sidewalk to the curb. Width would be 5 feet.



View looking north along Vandemark Ave. Front door of the house faces Vandemark. Garage faces Par Tee Drive. Lot measures 120 ft on the Vandemark side.



Assessing the RFI's received from GOED for local viability and qualification. Monitoring the status of and working with over a dozen active projects. Working on marketing material for promotion of the Hartford community and local businesses. Working to establish relationships with local landowners for potential future collaboration.

The state is about to release a COVID Relief and Grant Program aimed at providing relief funds to established small businesses and start-ups impacted by COVID-19. The current draft of that legislation is attached to this Report. We will be reaching out to our local business community with more information once the program details are finalized.

Hartford Area Chamber of Commerce

- Updated the Bylaws. Finalizing an October Direct Mailer. Working with committee on Halloween Trunk-or-Treat event. Finalizing the Fall Newsletter. Working with Nomination committee on gathering interest in potential new Board Members and Committee members. Working with Marketing Committee on business promotional videos. Planning for our 2021 Annual Banquet.

Hartford Area Development Corporation

- Received and reviewed 4 RFI's in September. Will have a site visit as a finalist the week of October 19th. Actively working on building design and budget discussions for a number of groups. Continuing to work on workforce housing and apartment focused housing projects with interested developers. Continuing to monitor the status of other opportunities and working with local developers and landowners to formulate plans for future opportunities. Planning the 2020 Annual Meeting which will be held on Tuesday, November 10th @ Buffalo Ridge Brewery. Formal invitations to the Council will be sent shortly.

Regional

- Continuing to network with utility providers, regional partners, and additional entities for planning and opportunity recruitment. Attended the Sioux Falls Area Homebuilders Association banquet to network with area builders. Speaking with Sioux Falls Chamber and EcD leadership to ensure communication and synergy between development efforts. Checking in with GOED for potential future resources.



9th Street Improvements

The City approved a resolution of necessity to construct improvements along 9th Street from Mundt ave to Vandemark Ave. Improvements include new water mains, sanitary sewer extension and roadway improvements. The roadway will be constructed with curb and gutter and asphalt pavement. Zacharias Construction was awarded the construction contract. The project is scheduled to be complete late September.

Update | Since our last report the contractor completed asphalt paving and final restoration of the site. A letter was delivered to the contractor rejecting a portion of the top lift of asphalt due to installing it during inadequate paving conditions. Payment for this portion is being withheld until corrective measures are taken. Seed germination is also being monitored. Payment will be withheld until 70% establishment is obtained. The project is considered substantially complete. A final inspection will be scheduled with City staff, at which time a punch list of items to complete or repair will be prepared for the contractor.

Action | Pay Application #3 will be presented to Council for consideration. The application is for work performed as of September 23 with 10% being retained. The contractor's work is substantially complete. Our office recommends payment in the amount shown.

Ruud and Opal Lane Intersection Improvements

The scope of this project is to improve surfacing at the Ruud and Opal intersection. Work will generally include removing the asphalt, repairing underground storm sewer infrastructure, and restoring it to grade. Zacharias Construction was awarded the construction contract. The project is planned to be complete by late August.

Update | Over the last several weeks the contractor completed their mill work and restored the project site. An inspection of the bottom lift of asphalt found it to be intact and stable with no signs of deficiency. The project is now substantially complete. A final inspection was conducted with City staff and a punch list of items to complete or correct was delivered to the Contractor. Punch list work is expected to be complete over the next several weeks. Stockwell staff will review final payment with the contractor.



Action | Pay Application #2 will be presented for the Council to consider. The application is for work performed as of Sept 17 with 5% being retained. The Contractor's work is substantially complete. Our office recommends payment in the amount shown.



Vandemark Avenue

Update | Warranty repairs are nearing completion. The contractor repaired sidewalks and curb and gutter along the project. They also sprayed for weeds, fertilized and overseeded areas where seed germination was sparse. An inspection will be conducted once final restoration is complete.

Industrial Park Sanitary Sewer Extension

The scope of this project is to construct and extend sanitary sewer facilities to the City's industrial park



located at the intersection of Western Avenue & 258th Street. The extension is approximately 1.3 miles in length.

Update | Construction documents are complete and ready to bid. One easement remains on the project. Easement documents are being coordinated through the City Attorney. Stockwell staff continue to provide assistance as needed.

CIP Updates and Rate Study

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

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



Mickelson Road Improvements

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



Update | Warranty repairs are underway. The contractor completed sidewalk replacement between Patrick Avenue and Shamrock Drive. Settled areas of topsoil were also corrected. Once repairs are complete, an inspection will be conducted. Stockwell's office also received comments to the LOMR application that was submitted to FEMA. Staff is working on addressing and responding to the comments.

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: TAP Grant Application Assistance ▪ Stahl Commercial Building Site Plan Review ▪ Ace Hardware Site Plan Review ▪ Western Meadows Phase 4 Plan Review ▪ Anderson's Addition Plat Review ▪ Turtle Creek Construction Admin ▪ Knapp's Landing Construction Admin



17038 | SEI No.
Teresa Sidel, City of Hartford | Cc

September 21, 2020

Mr. Jeff Zacharias
Zacharias Construction, Inc.
25854 Skunk Creek Ave
Hartford, SD 57033

Re: 9th Street Improvements
Hwy 38 to Vandemark Ave
Hartford, SD

Dear Mr. Zacharias:

This letter is in follow up to our phone conversation on September 16th regarding the condition of asphalt pavement installed along the abovementioned project. On September 11 and September 12, 2020 our office and the Owner observed asphalt being installed on the project during a rain event. The contract specifies that asphalt is to be constructed on a dry subgrade and while environmental conditions are suitable to ensure adequate cure. The contractor's operations those days were not compliant with the specifications. As required by Article 13.01 of the contract, you are hereby notified that we find the work defective and require corrective action. We request you respond in kind with your plan of action to correct the deficiencies. We await your response.

Respectfully submitted,

STOCKWELL ENGINEERS, INC.

A handwritten signature in blue ink that reads 'Mitchell Mergen'.

Mitchell 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>Zacharias Construction, Inc.</u>	Contractor's Project No.: _____
Project: <u>9th Street Improvements - Highway 38 to VandeMark Avenue</u>	
Contract: <u>Prime</u>	
Application No.: <u>Three</u>	Application Date: <u>9/25/2020</u>
Application Period: From <u>8/20/2020</u> to <u>9/23/2020</u>	

1. Original Contract Price	\$	531,803.00
2. Net change by Change Orders		
3. Current Contract Price (Line 1 + Line 2)	\$	531,803.00
4. Total Work completed and materials stored to date	\$	464,179.15
5. Retainage		
a. <u>10%</u> X \$ <u>265,901.50</u> Work Completed	\$	26,590.15
6. Amount eligible to date (Line 4 - Line 5.a)	\$	437,589.00
7. Less previous payments	\$	216,581.83
8. Amount due this application	\$	221,007.17

Liquidated Damages Charged (Days)		
a. _____	X \$	950.00 Substantial Completion
		\$ -
b. _____	X \$	475.00 Final Completion
		\$ -

PAYMENT THIS APPLICATION	\$	221,007.17
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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: Zacharias Construction, Inc.

Signature: *[Signature]* **Date:** 10-1-20

Recommended by Engineer

By: *[Signature]*

Title: Engineer of Record

Date: 10/1/2020

Approved by Owner

By: _____	By: _____
Title: _____	Title: _____
Date: _____	Date: _____

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner: City of Hartford
 Engineer: Stockwell Engineers, Inc.
 Contractor: Zacharias Construction, Inc.
 Project: 9th Street Improvements - Highway 38 to VandeMark Avenue
 Contract: Prime

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

Application No.: Three Application Period: From 08/20/20 to 09/23/20 Application Date: 09/25/20

Item No.	Description	Plan			Total to Date		Past Application		This Application		Remarks
		Units	Quantity	Unit Price	Quantity	Earned	Quantity	Price	Quantity	Price	
1	Mobilization	LS	1	\$33,900.00	1	\$33,900.00	0.7	\$23,730.00	0.3	\$10,170.00	
2	Incidental Work	LS	1	\$1,040.00	1	\$1,040.00	0.7	\$728.00	0.3	\$312.00	
3	Trench Dewatering	LS	1	\$1.04	1	\$1.04	1	\$1.04	0	\$0.00	
4	Temporary Boardwalk	Ft	50	\$10.40		\$0.00		\$0.00	0	\$0.00	
5	Traffic Control Signs	SqFt	93	\$5.20	93	\$483.60	93	\$483.60	0	\$0.00	
6	Traffic Control, Misc.	LS	1	\$2,288.00	1	\$2,288.00	0.7	\$1,601.60	0.3	\$686.40	
7	Type 3 Barricade, 8' Double Sided	Each	12	\$83.20	12	\$998.40	12	\$998.40	0	\$0.00	
8	Turf Mix 1	Lb	125	\$10.40		\$0.00		\$0.00	0	\$0.00	
9	Turf Mix 2	Lb	35	\$12.48		\$0.00		\$0.00	0	\$0.00	
10	Fertilizing	Lb	197	\$1.04		\$0.00		\$0.00	0	\$0.00	
11	Fiber Mulching	Lb	1975	\$0.52		\$0.00		\$0.00	0	\$0.00	
12	Inlet Protection	Each	8	\$83.20	8	\$665.60	8	\$665.60	0	\$0.00	
13	Vehicle Tracking Control	Each	2	\$624.00		\$0.00		\$0.00	0	\$0.00	
14	Overseeding	SqYd	3205	\$0.42		\$0.00		\$0.00	0	\$0.00	
15	Placing Contractor Furnished Topsoil	CuYd	534	\$20.80		\$0.00		\$0.00	0	\$0.00	
16	Verify Underground Facilities	LS	1	\$3,120.00	1	\$3,120.00	1	\$3,120.00	0	\$0.00	
17	Clearing	LS	1	\$520.00	1	\$520.00	1	\$520.00	0	\$0.00	
18	Clear & Grub Tree, 6" to 24"	Each	6	\$260.00	6	\$1,560.00	6	\$1,560.00	0	\$0.00	
19	Remove Concrete Curb & Gutter	Ft	352	\$2.34	352	\$823.68	312	\$730.08	40	\$93.60	
20	Remove Concrete Pavement	SqYd	333	\$6.24	333	\$2,077.92	328	\$2,046.72	5	\$31.20	
21	Remove Asphalt Concrete Pavement	SqYd	191	\$2.08	191	\$397.28	173	\$359.84	18	\$37.44	
22	Remove Concrete Sidewalk	SqYd	11	\$10.40	11	\$114.40	11	\$114.40	0	\$0.00	
23	Saw Existing PCC Pavement	LF	150	\$4.16	128	\$532.48	128	\$532.48	0	\$0.00	
24	Saw Existing Asphalt	LF	80	\$2.60	80	\$208.00	80	\$208.00	0	\$0.00	
25	Salvage Traffic Sign for Rest	Each	2	\$52.00	4	\$208.00	4	\$208.00	0	\$0.00	
26	Temporary Mailbox	Each	29	\$104.00	29	\$3,016.00	29	\$3,016.00	0	\$0.00	
27	Manhole Construction Plate Marker	Each	3	\$104.00	3	\$312.00	3	\$312.00	0	\$0.00	

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner: City of Hartford
 Engineer: Stockwell Engineers, Inc.
 Contractor: Zacharias Construction, Inc.
 Project: 9th Street Improvements - Highway 38 to VandeMark Avenue
 Contract: Prime

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

Application No.: Three Application Period: From 08/20/20 to 09/23/20 Application Date: 09/25/20

Item No.	Description	Plan			Total to Date		Past Application		This Application		Remarks
		Units	Quantity	Unit Price	Quantity	Earned	Quantity	Price	Quantity	Price	
28	Tranch Stabilization Material	Ton	100	\$26.00		\$0.00		\$0.00	0	\$0.00	
29	Select Fill	Ton	200	\$16.64		\$0.00		\$0.00	0	\$0.00	
30	Remove Sewer Pipe	Ft	145	\$15.60		\$0.00		\$0.00	0	\$0.00	
31	8" Sewer Pipe 6'-8' Deep	Ft	418	\$33.28	418	\$13,911.04	418	\$13,911.04	0	\$0.00	
32	Sanitary Sewer Manhole Barrel Adjustment	Each	2	\$520.00		\$0.00		\$0.00	0	\$0.00	
33	48" Manhole 6'-8' Deep	Each	1	\$2,080.00	1	\$2,080.00	1	\$2,080.00	0	\$0.00	
34	8" Boot for Manhole	Each	2	\$78.00	2	\$156.00	2	\$156.00	0	\$0.00	
35	Manhole Frame & Cover	Each	3	\$390.00	3	\$1,170.00		\$0.00	3	\$1,170.00	
36	Manhole External Frame Seal	Each	3	\$312.00	3	\$936.00		\$0.00	3	\$936.00	
37	Plug Manhole Invert	Each	1	\$520.00		\$0.00		\$0.00	0	\$0.00	
38	Connect to Existing Manhole	Each	1	\$1,040.00	1	\$1,040.00	1	\$1,040.00	0	\$0.00	
39	Manhole Bench and Invert Reconstruction	Each	1	\$520.00		\$0.00		\$0.00	0	\$0.00	
40	6" Sewer Cap	Each	1	\$104.00	1	\$104.00	1	\$104.00	0	\$0.00	
41	Cap Existing Sewer	Each	2	\$260.00	1	\$260.00	1	\$260.00	0	\$0.00	
42	8"x6" Sewer Wye	Each	5	\$416.00	5	\$2,080.00	5	\$2,080.00	0	\$0.00	
43	Reconnect Sewer Service	Each	5	\$416.00	5	\$2,080.00	5	\$2,080.00	0	\$0.00	
44	6" Sewer Service	Ft	198	\$27.04	188	\$5,083.52	188	\$5,083.52	0	\$0.00	
45	8"x6" Sewer Tap	Each	1	\$416.00	1	\$416.00	1	\$416.00	0	\$0.00	
46	Sanitary Sewer Temporary Bypass	LS	1	\$1.04		\$0.00		\$0.00	0	\$0.00	
47	Manhole Exfiltration/Vacuum Test	Each	3	\$260.00	1	\$260.00	1	\$260.00	0	\$0.00	
48	PVC Sewer Pipe Deflection Test	Ft	418	\$1.04	418	\$434.72	418	\$434.72	0	\$0.00	
49	Sanitary Sewer Televising	Ft	418	\$2.34	403	\$943.02		\$0.00	403	\$943.02	
50	Remove Water Main	Ft	20	\$15.60	90	\$1,404.00	90	\$1,404.00	0	\$0.00	
51	6" C900 DR 18 PVC Water Main	Ft	13	\$37.44	15	\$561.60	15	\$561.60	0	\$0.00	
52	8" C900 DR 18 PVC Water Main	Ft	698	\$37.44	678	\$25,384.32	678	\$25,384.32	0	\$0.00	
53	6" MJ Gate Valve with Box	Each	1	\$1,144.00	1	\$1,144.00	1	\$1,144.00	0	\$0.00	
54	8" MJ Gate Valve with Box	Each	1	\$1,248.00	1	\$1,248.00	1	\$1,248.00	0	\$0.00	

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner: City of Hartford
 Engineer: Stockwell Engineers, Inc.
 Contractor: Zacharias Construction, Inc.
 Project: 9th Street Improvements - Highway 38 to VandeMark Avenue
 Contract: Prime

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

Application No.: Three Application Period: From 08/20/20 to 09/23/20 Application Date: 09/25/20

Item No.	Description	Plan		Total to Date		Past Application		This Application		Remarks	
		Units	Quantity	Unit Price	Quantity	Earned	Quantity	Price	Quantity		Price
55	8" MJ Bend	Each	2	\$520.00	2	\$1,040.00	2	\$1,040.00	0	\$0.00	
56	8"x6" MJ Tee	Each	1	\$520.00	1	\$520.00	1	\$520.00	0	\$0.00	
57	8"x6" MJ Reducer	Each	1	\$364.00	1	\$364.00	1	\$364.00	0	\$0.00	
58	6" MJ Cap	Each	1	\$260.00	1	\$260.00	1	\$260.00	0	\$0.00	
59	6" MJ Sleeve	Each	1	\$312.00		\$0.00		\$0.00	0	\$0.00	
60	Fire Hydrant	Each	1	\$3,120.00	1	\$3,120.00	1	\$3,120.00	0	\$0.00	
61	Temporary Flushing Hydrant	Each	1	\$104.00	1	\$104.00	1	\$104.00	0	\$0.00	
62	6" Fire Hydrant Extension	Each	1	\$572.00		\$0.00		\$0.00	0	\$0.00	
63	12" Fire Hydrant Extension	Each	1	\$650.00	1	\$650.00	1	\$650.00	0	\$0.00	
64	Cut and Tie to Existing Water Main	Each	2	\$1,560.00	2	\$3,120.00	2	\$3,120.00	0	\$0.00	
65	1" Water Service	Ft	20	\$31.20	5	\$156.00	5	\$156.00	0	\$0.00	
66	2" Water Service	Ft	53	\$36.40	85	\$3,094.00	85	\$3,094.00	0	\$0.00	
67	Water Service Reconnect (1")	Each	2	\$884.00	3	\$2,652.00	3	\$2,652.00	0	\$0.00	
68	Water Service Reconnect (2")	Each	2	\$1,560.00	1	\$1,560.00	1	\$1,560.00	0	\$0.00	
69	Water Service Stub-out (2")	Each	1	\$2,340.00	1	\$2,340.00	1	\$2,340.00	0	\$0.00	
70	Temporary Water Service	Each	4	\$130.00		\$0.00		\$0.00	0	\$0.00	
71	Remove Storm Sewer Pipe	Ft	21	\$15.60	167	\$2,605.20	167	\$2,605.20	0	\$0.00	
72	15" RCP Class 3, Furnish	Ft	58	\$13.52	56	\$757.12	56	\$757.12	0	\$0.00	
73	15" RCP, Install	Ft	58	\$38.48	56	\$2,154.88	56	\$2,154.88	0	\$0.00	
74	18" RCP Class 3, Furnish	Ft	247	\$17.68	247	\$4,366.96	247	\$4,366.96	0	\$0.00	
75	18" RCP, Install	Ft	247	\$39.52	247	\$9,761.44	247	\$9,761.44	0	\$0.00	
76	Class M6 Concrete	CuYd	5.8	\$988.00	5.8	\$5,730.40	5.8	\$5,730.40	0	\$0.00	
77	Reinforcing Steel	Lb	237	\$2.60	237	\$616.20	237	\$616.20	0	\$0.00	
78	Type B Frame & Grate	Each	3	\$6,843.20	3	\$20,529.60		\$0.00	3	\$20,529.60	
79	Junction Box Frame & Cover	Each	2	\$478.40	2	\$956.80		\$0.00	2	\$956.80	
80	Connect to Existing Structure	Each	2	\$1,040.00	2	\$2,080.00	2	\$2,080.00	0	\$0.00	
81	Unclassified Excavation	CuYd	3650	\$9.36	3650	\$34,164.00	3650	\$34,164.00	0	\$0.00	

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner: City of Hartford
 Engineer: Stockwell Engineers, Inc.
 Contractor: Zacharias Construction, Inc.
 Project: 9th Street Improvements - Highway 38 to VandeMark Avenue
 Contract: Prime

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

Application No.: Three Application Period: From 08/20/20 to 09/23/20 Application Date: 09/25/20

Item No.	Description	Units	Plan		Total to Date		Past Application		This Application		Remarks
			Quantity	Unit Price	Quantity	Earned	Quantity	Price	Quantity	Price	
82	Unclassified Excavation for Grade Stabilization	CuYd	200	\$9.36		\$0.00		\$0.00	0	\$0.00	
83	Geotextile Fabric for Grade Stabilization	SqYd	4457	\$2.18	4457	\$9,716.26	4457	\$9,716.26	0	\$0.00	
84	Scarify & Recompact Subgrade	SqYd	4457	\$0.21	2228	\$467.88	2228	\$467.88	0	\$0.00	
85	Aggregate Base Course	Ton	3350	\$17.16	3118.89	\$53,520.15	2952.4	\$50,663.18	166.49	\$2,856.97	
86	Crushed Angular Washed Rock	Ton	853	\$18.72		\$0.00		\$0.00	0	\$0.00	
87	Asphalt Concrete Composite, PG58-34	Ton	1075	\$82.16	848.67	\$69,726.73		\$0.00	848.67	\$69,726.73	
88	Concrete Curb & Gutter, Type SF66	Ft	1754	\$16.90	1754	\$29,642.60		\$0.00	1754	\$29,642.60	
89	6" PCC Fillet Section	SqYd	58	\$83.20	394	\$32,780.80		\$0.00	394	\$32,780.80	
90	Concrete Valley Gutter, 6" Thick	SqYd	24	\$83.20	24	\$1,996.80		\$0.00	24	\$1,996.80	
91	Adjust Manhole	Each	5	\$364.00	5	\$1,820.00		\$0.00	5	\$1,820.00	
92	Valve Box Adjustment	Each	3	\$208.00	3	\$624.00		\$0.00	3	\$624.00	
93	6" PCC Approach/Driveway Pavement	SqFt	305	\$65.00	54	\$3,510.00		\$0.00	54	\$3,510.00	
94	4" Concrete Sidewalk	SqFt	6151	\$5.67	5951	\$33,742.17		\$0.00	5951	\$33,742.17	
95	6" Concrete Sidewalk	SqFt	950	\$6.76	105	\$709.80		\$0.00	105	\$709.80	
96	Detectable Warning Panel	SqFt	63	\$62.40	60	\$3,744.00		\$0.00	60	\$3,744.00	
97	6" Accessible Curb Ramp Sidewalk	SqFt	683	\$9.62	677	\$6,512.74		\$0.00	677	\$6,512.74	
98	Reset Mailbox	Each	29	\$130.00		\$0.00		\$0.00	0	\$0.00	
99	Reset Traffic Sign	Each	2	\$104.00		\$0.00		\$0.00	0	\$0.00	
Contract Totals						\$464,179.15		\$240,646.48		\$223,532.67	



20047 | SEI No.
Punch List | Encl
Teresa Sidel, City of Hartford | Cc
Craig Wagner, City of Hartford | Cc

September 24, 2020

Jeff Zacharias
Zacharias Construction, Inc.
46543 SD-38
Hartford, SD 57033

Re: Substantial Completion
Ruud and Opal Intersection Repairs
Hartford, SD

Dear Mr. Zacharias:

An inspection for substantial completion for the abovementioned project was conducted on September 18, 2020. Attached to this letter is a punch list of items that remain incomplete or in need of repair. The listed items shall be complete by October 9, 2020 to expedite the Owner's acceptance of the project. Final payment will be made once all punch list items are complete and the Owner has formally accepted the project. If you have any questions, please contact our office at your earliest convenience.

Respectfully submitted,

STOCKWELL ENGINEERS, INC.

A handwritten signature in black ink that reads 'Jon Fischer'.

Jon D. Fischer, P.E.
Project Engineer

Final Inspection Punch List

PROJECT: Ruud and Opal Intersection Repairs
Hartford, SD

Date: September 24, 2020

SEI Project No. 20047

A final inspection was conducted on Friday September 18, 2020 for the abovementioned project. The following items were found to need completion or correction:

General Items

1. Clear all construction debris from the site.
2. Remove all construction stakes and locate flags from the project.
3. Clean up debris left by seeding contractor.
4. Perform street sweeping as necessary.
5. All seeded areas shall be free of weeds, rocks and other debris and graded properly. Seeded areas will be inspected next spring at which time all areas with no growth or settlement shall be filled in with topsoil and reseeded. The contractor must coordinate this effort with the engineer to ensure all areas are completed to the owner's satisfaction. Seeding will not be accepted until 70% establishment has been obtained.
6. Clean the dirt from the sidewalk.
7. Remove inlet protection.
8. Add rip rap in center of channel north of 48" flared end where fabric is showing.

Sanitary Sewer

1. Assure that all manholes are free of debris.

Water Main

1. Extend fire hydrant on the north side of the intersection 18". Install extension from the bottom flange (not flange just below the nozzles).
2. Assure that ground rods have been installed on tracer wire at termination points.
3. Assure that all valve boxes are free of debris.

Storm Sewer

1. Assure that all drop inlets are free of debris.
2. Clean all storm sewer pipe of debris.
3. Remove lift hooks from drop inlets.

Surfacing

1. Assure that all manhole lids and valve box lids are free of debris and asphalt.
2. Manhole at Ruud & Opal and manhole on Ruud south of Opal will be monitored in 2021 for settlement or needing adjustment.
3. Asphalt on the south side of Opal on the west end of the project shall be monitored in 2021.
4. Clean asphalt off manhole lid on Ruud south of Opal.

The above listed items shall be completed by October 9, 2020 to expedite final payment.

cc: Teresa Sidel, City of Hartford
Craig Wagner, City of Hartford

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>20047</u>
Contractor: <u>Zacharias Construction, Inc.</u>	Contractor's Project No.: _____
Project: <u>Ruud & Opal Intersection Repairs</u>	
Contract: <u>Prime</u>	
Application No.: <u>Two</u>	Application Date: <u>9/23/2020</u>
Application Period: From <u>8/20/2020</u> to <u>9/17/2020</u>	

1. Original Contract Price	\$	149,820.24
2. Net change by Change Orders		
3. Current Contract Price (Line 1 + Line 2)	\$	149,820.24
4. Total Work completed and materials stored to date	\$	155,337.58
5. Retainage		
a. <u>5%</u> X \$ <u>155,337.58</u> Work Completed	\$	7,766.88
6. Amount eligible to date (Line 4 - Line 5.a)	\$	147,570.70
7. Less previous payments	\$	16,006.18
8. Amount due this application	\$	131,564.52

Liquidated Damages Charged (Days)				
a.	X	\$ 650.00 Substantial Completion	\$	-
b.	X	\$ 325.00 Final Completion	\$	-

PAYMENT THIS APPLICATION \$ **131,564.52**

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: Zacharias Construction, Inc.
Signature: *[Signature]* **Date:** 10-1-20

Recommended by Engineer
By: *[Signature]*
Title: Engineer of Record
Date: 10/1/2020

Approved by Owner
By: _____ **By:** _____
Title: _____ **Title:** _____
Date: _____ **Date:** _____

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner: City of Hartford
 Engineer: Stockwell Engineers, Inc.
 Contractor: Zacharias Construction, Inc.
 Project: Ruud & Opal Intersection Repairs
 Contract: Prime

Owner's Project No.: _____
 Engineer's Project No.: 20047
 Contractor's Project No.: _____

Application No.: Two Application Period: From 08/20/20 to 09/17/20 Application Date: 09/23/20

Item No.	Description	Plan		Total to Date		Past Application		This Application		Remarks	
		Units	Quantity	Unit Price	Quantity	Earned	Quantity	Price	Quantity		Price
1	Mobilization	LS	1	\$10,700.00	1	\$10,700.00	0.25	\$2,675.00	0.75	\$8,025.00	
2	Incidental Work	LS	1	\$2,080.00	1	\$2,080.00	0.5	\$1,040.00	0.5	\$1,040.00	
3	Trench Dewatering	LS	1	\$1.04	1	\$1.04		\$0.00	1	\$1.04	
4	Traffic Control Signs	SqFt	36	\$2.08	36	\$74.88	36	\$74.88	0	\$0.00	
5	Traffic Control, Misc.	LS	1	\$1,144.00	1	\$1,144.00	0.5	\$572.00	0.5	\$572.00	
6	Type 2 Barricade, 2' Double Sided	Each	2	\$20.80	2	\$41.60	2	\$41.60	0	\$0.00	
7	Type 3 Barricade, 8' Double Sided	Each	9	\$41.60	9	\$374.40	9	\$374.40	0	\$0.00	
8	Class C Rip Rap	Ton	46	\$36.40	28.74	\$1,046.14		\$0.00	28.74	\$1,046.14	
9	Type B Drainage Fabric	SqYd	10	\$10.40	10	\$104.00		\$0.00	10	\$104.00	
10	Turf Mix 1	Lb	26	\$10.40	135	\$1,404.00		\$0.00	135	\$1,404.00	
11	Fertilizing	Lb	31	\$1.04	156	\$162.24		\$0.00	156	\$162.24	
12	Fiber Mulching	Lb	310	\$2.02	1560	\$3,151.20		\$0.00	1560	\$3,151.20	
13	Silt Fence	Ft	20	\$5.20		\$0.00		\$0.00	0	\$0.00	
14	Inlet Protection	Each	6	\$72.80	6	\$436.80	4	\$291.20	2	\$145.60	
15	Vehicle Tracking Control	Each	1	\$624.00		\$0.00		\$0.00	0	\$0.00	
16	Placing Contractor Furnished Topsoil	CuYd	76	\$26.00	135.97	\$3,535.22		\$0.00	135.97	\$3,535.22	
17	Verify Underground Utilities	LS	1	\$1,040.00	1	\$1,040.00	1	\$1,040.00	0	\$0.00	
18	Clearing	LS	1	\$520.00	1	\$520.00	0.5	\$260.00	0.5	\$260.00	
19	Remove Concrete Curb & Gutter	Ft	236	\$2.60	236	\$613.60	236	\$613.60	0	\$0.00	
20	Remove Asphalt Concrete Pavement	SqYd	806	\$1.56	890	\$1,388.40	890	\$1,388.40	0	\$0.00	
21	Remove Concrete Sidewalk	SqYd	36	\$3.64	35	\$127.40	35	\$127.40	0	\$0.00	
22	Cold Mill Asphalt Concrete	SqYd	1376	\$4.63	1323	\$6,125.49		\$0.00	1323	\$6,125.49	
23	Saw Existing PCC Pavement	Ft	25	\$7.28	10	\$72.80	10	\$72.80	0	\$0.00	
24	Saw Existing Asphalt	Ft	52	\$5.20	104	\$540.80	104	\$540.80	0	\$0.00	
25	Manhole Construction Plate Marker	Each	3	\$104.00	1	\$104.00	1	\$104.00	0	\$0.00	
26	Remove Watermain	Ft	81	\$20.80	17	\$353.60		\$0.00	17	\$353.60	
27	Salvage Fire Hydrant	Each	1	\$520.00	1	\$520.00		\$0.00	1	\$520.00	

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner: City of Hartford
 Engineer: Stockwell Engineers, Inc.
 Contractor: Zacharias Construction, Inc.
 Project: Ruud & Opal Intersection Repairs
 Contract: Prime

Owner's Project No.: _____
 Engineer's Project No.: 20047
 Contractor's Project No.: _____

Application No.: Two Application Period: From 08/20/20 to 09/17/20 Application Date: 09/23/20

Item No.	Description	Units	Plan		Total to Date		Past Application		This Application		Remarks
			Quantity	Unit Price	Quantity	Earned	Quantity	Price	Quantity	Price	
28	Remove Storm Sewer Pipe	Ft	104	\$15.60	104	\$1,622.40	33	\$514.80	71	\$1,107.60	
29	Remove Drop Inlet	Each	1	\$520.00	1	\$520.00		\$0.00	1	\$520.00	
30	6" C900 DR18 PVC Watermain	Ft	6	\$52.00	9	\$468.00		\$0.00	9	\$468.00	
31	8" C900 DR18 PVC Watermain	Ft	5	\$52.00	3	\$156.00		\$0.00	3	\$156.00	
32	6" MJ Gate Valve With Box	Each	1	\$1,300.00	1	\$1,300.00		\$0.00	1	\$1,300.00	
33	8" x 6" MJ Reducer	Each	1	\$520.00	1	\$520.00		\$0.00	1	\$520.00	
34	Install Salvaged Fire Hydrant	Each	1	\$520.00	1	\$520.00		\$0.00	1	\$520.00	
35	6" Fire Hydrant Exentsion	Each	1	\$572.00		\$0.00		\$0.00	0	\$0.00	
36	12" Fire Hydrant Extension	Each	1	\$676.00		\$0.00		\$0.00	0	\$0.00	
37	Cut & Tie to Existing Water Main	Each	1	\$1,560.00	1	\$1,560.00		\$0.00	1	\$1,560.00	
38	18" RCP Class 3, Furnish	Ft	82	\$17.68	70	\$1,237.60		\$0.00	70	\$1,237.60	
39	18" RCP Class 3, Install	Ft	82	\$39.52	70	\$2,766.40		\$0.00	70	\$2,766.40	
40	30" RCP Arch Class 3, Furnish	Ft	41	\$81.12	41	\$3,325.92		\$0.00	41	\$3,325.92	
41	30" RCP Arch Class 3, Install	Ft	41	\$72.80	41	\$2,984.80		\$0.00	41	\$2,984.80	
42	42" RCP Class 3, Furnish	Ft	36	\$67.60	24	\$1,622.40		\$0.00	24	\$1,622.40	
43	42" RCP Class 3, Install	Ft	36	\$72.80	24	\$1,747.20		\$0.00	24	\$1,747.20	
44	42" RCP Arch Class 3, Furnish	Ft	38	\$130.00	39	\$5,070.00		\$0.00	39	\$5,070.00	
45	42" RCP Arch Class 3, Install	Ft	38	\$83.20	39	\$3,244.80		\$0.00	39	\$3,244.80	
46	42" Flared End Section, Furnish	Each	1	\$936.00	1	\$936.00		\$0.00	1	\$936.00	
47	42" Flared End Section, Install	Each	1	\$780.00	1	\$780.00		\$0.00	1	\$780.00	
48	Engineered Foundation Material	Ton	55	\$18.72	80	\$1,497.60		\$0.00	80	\$1,497.60	
49	Connect to Existing Storm Sewer Structure	Each	3	\$1,040.00	3	\$3,120.00		\$0.00	3	\$3,120.00	
50	Class M6 Concrete	CuYd	7.07	\$936.00	7.12	\$6,664.32		\$0.00	7.12	\$6,664.32	
51	Reinforcing Steel	Lb	1088	\$1.56	1088	\$1,697.28		\$0.00	1088	\$1,697.28	
52	Type Y Manhole Frame & Lid	Each	2	\$338.00	2	\$676.00		\$0.00	2	\$676.00	
53	Unclassified Excavation	CuYd	330	\$12.48	330	\$4,118.40		\$0.00	330	\$4,118.40	
54	Geotextile Fabric for Grade Stabilization	SqYd	669	\$2.34	758	\$1,773.72		\$0.00	758	\$1,773.72	

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner: City of Hartford
 Engineer: Stockwell Engineers, Inc.
 Contractor: Zacharias Construction, Inc.
 Project: Ruud & Opal Intersection Repairs
 Contract: Prime

Owner's Project No.: _____
 Engineer's Project No.: 20047
 Contractor's Project No.: _____

Application No.: Two Application Period: From 08/20/20 to 09/17/20 Application Date: 09/23/20

Item No.	Description	Units	Plan		Total to Date		Past Application		This Application		Remarks
			Quantity	Unit Price	Quantity	Earned	Quantity	Price	Quantity	Price	
55	Scarify & Recompact Subgrade	SqYd	669	\$0.26		\$0.00		\$0.00	0	\$0.00	
56	Aggregate base Course	Ton	980	\$16.64	1069.51	\$17,796.65	484	\$8,053.76	585.51	\$9,742.89	
57	Asphalt Concrete Composite, PG 58-34	Ton	329	\$94.64	382.68	\$36,216.84		\$0.00	382.68	\$36,216.84	
58	Concrete Curb & Gutter, Type SF66	Ft	229	\$41.60	256	\$10,649.60		\$0.00	256	\$10,649.60	
59	4" Concrete Sidewalk	SqFt	323	\$10.40	228	\$2,371.20		\$0.00	228	\$2,371.20	
60	6" Accessible Curb Ramp Sidewalk	SqFt	78	\$14.04	71	\$996.84		\$0.00	71	\$996.84	
61	Detectible Warning Panel	SqFt	10	\$78.00	8	\$624.00		\$0.00	8	\$624.00	
62	Adjust Manhole	Each	3	\$312.00	1	\$312.00		\$0.00	1	\$312.00	
63	Valve Box Adjustment	Each	5	\$156.00	5	\$780.00		\$0.00	5	\$780.00	
Contract Totals						\$155,337.58		\$17,784.64		\$137,552.94	

Maintenance Report – 9/15/2020

September 25, 2020

Streets

Roads – When and if it rains, we will back drag Railroad St. and try to get it back in shape.

Equipment- All of the equipment is running well.

Patching – We are done patching for now.

Hwy 38 – I visited with Travis Dressen with SDDOT the other day. They are working their way towards Hartford with the turning lanes. We also visited about the “Welcome to Hartford” sign. They are “OK” where ever we put it as long as we stay out of their ROW.

Mosquito fogger – We probably have about two more sprayings left this season. Then we will winterize and put the sprayer away for the year.

Street sweeping – The sweeper has been out a few times these past few weeks. We will continue to sweep as long as the weather will allow us to.

Speed trailer – We will be getting the trailer out next week, we had to bring it back to get it charged up.

Drainage areas – We are continuing to work on the drainage area by Cressman’s, it is close to being done.

Water

Meters – We have been working on changing them out, we have less than a 1,000 left.

Reports – No reports due at this time.

Water hydrant – The hydrant at 4th and Western has been repaired.

Sewer

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

Reports – No reports due at this time.

Lagoons – We will be taking samples in the next few weeks to see if we will be able to discharge.

Sagehorn lift station – All is good at this time.

Future facility – I put together a Facility Plan for DENR and sent it in to meet the October 1st deadline. I visited with Ray Woodworth with DENR about this and he thought it would be fine. The next deadline is April 1st 2021.

Park

Parks – We have started the refurbishing of the equipment.

Turtle Creek – The “TURTLE CREEK” signs should be up next week.

Bike Trail – The signs are up and I will be working with Troy on the benches.

Pool – Pool is closed and getting winterized.

Sports complex – We marked out the soccer fields and have them painted. I also had Bumblebee Gibson spray some mag water down in the parking area to keep the dust down.

Public Buildings – The concrete work is done at the shop and they are working on the walls and insulation. We should be putting tin up soon. We are working on this project as we get a little free time.

Jamboree Days – I will be out of town for this year’s event, but most of it is set up and I know the staff and committee member have it all under control.

I will be out of town September 26th until October 8th

Per-Vehicle Summary Report: Opal

Station ID : Opal

Info Line 1 : by 120 W Opal

Info Line 2 : unit on north side

GPS Lat/Lon :

Source File : Opal (PerVeh, 0933-091820 To 1619-092520)

Last Connected Device Type : RoadRunner3

Version Number : 1.33

Serial Number : 17332

Number of Lanes : 2

Posted Speed Limit : 0.0 mph

Lane Configuration

#	Dir.	Information	Vehicle Sensors	Sensor Spacing	Loop Length
1.		west bound	Axle-Axle	4.0 ft	
2.		east bound	Axle-Axle	4.0 ft	

Average Daily Traffic (ADT)

Weekday			Weekend			Total ADT		
Cars :	253	(96%)	Cars :	211	(98%)	Cars :	242	(96%)
Trucks :	10	(4%)	Trucks :	3	(2%)	Trucks :	8	(4%)
Total :	263		Total :	214		Total :	250	

Speed Totals

50 % :	20.9 mph	Top Speed :	64.4 mph	Average Truck Speed :	19.2 mph
85 % :	24.9 mph	Low Speed :	6.5 mph	Average Car Speed :	20.8 mph
Avg :	20.7 mph	10mph Pace Speed :	16.0 - 25.9 (79.3%)		

Peak Hour Totals

AM Peak Hour (Volume)	AM Peak Hour (Speed)
Weekday : 07:00 - 08:00 (Avg 20)	05:45 - 06:45 (22.7 mph)
Weekend : 10:30 - 11:30 (Avg 23)	06:15 - 07:15 (30.0 mph)
PM Peak Hour (Volume)	PM Peak Hour (Speed)
Weekday : 16:45 - 17:45 (Avg 27)	16:30 - 17:30 (21.6 mph)
Weekend : 14:30 - 15:30 (Avg 24)	15:15 - 16:15 (22.0 mph)

Grand Totals

Total Cars :	1775 (242 ADT)	Average Length :	11.5 ft	Average Headway :	273.2 sec
Total Trucks :	60 (8 ADT)	Average Axles :	2.1	Average Gap :	272.8 sec
Total Volume :	1835 (250 ADT)				

Per-Vehicle Summary Report: Opal 02

Station ID : Opal 02

Info Line 1 : 311 W Opal
Info Line 2 : unit on south side

GPS Lat/Lon :

Source File : Opal (PerVeh, 1037-090220 To 1140-091620)

Last Connected Device Type : RoadRunner3

Version Number : 1.33

Serial Number : 17333

Number of Lanes : 1

Posted Speed Limit : 0.0 mph

Lane Configuration

#	Dir.	Information	Vehicle Sensors	Sensor Spacing	Loop Length
1.			Axle-Axle	4.0 ft	
2.	Opp -		Axle-Axle	4.0 ft	

Average Daily Traffic (ADT)

Weekday		Weekend		Total ADT	
Cars :	410 (95%)	Cars :	393 (99%)	Cars :	406 (96%)
Trucks :	17 (5%)	Trucks :	2 (1%)	Trucks :	13 (4%)
Total :	428	Total :	396	Total :	419

Speed Totals

50 % :	21.9 mph	Top Speed :	73.4 mph	Average Truck Speed :	19.1 mph
85 % :	25.6 mph	Low Speed :	5.0 mph	Average Car Speed :	21.8 mph
Avg :	21.7 mph	10mph Pace Speed:	17.1 - 27.0 (82.7%)		

Peak Hour Totals

AM Peak Hour (Volume)

Weekday : 07:15 - 08:15 (Avg 29)

Weekend : 10:45 - 11:45 (Avg 38)

PM Peak Hour (Volume)

Weekday : 17:00 - 18:00 (Avg 43)

Weekend : 17:30 - 18:30 (Avg 33)

AM Peak Hour (Speed)

02:00 - 03:00 (23.2 mph)

01:45 - 02:45 (22.2 mph)

PM Peak Hour (Speed)

16:30 - 17:30 (22.7 mph)

15:45 - 16:45 (22.4 mph)

Grand Totals

Total Cars :	5718 (406 ADT)	Average Length :	11.2 ft	Average Headway :	200.4 sec
Total Trucks :	192 (13 ADT)	Average Axles :	2.1	Average Gap :	200.0 sec
Total Volume :	5910 (419 ADT)				

FINANCE OFFICER REPORT

October 6, 2020

Financials: I am working on the September month end and quarter end duties. The following is a recap of revenue received for the month:

State of South Dakota	50,097.24	(1 st Penny Sales Tax)
State of South Dakota	50,097.23	(2 nd Penny Sales Tax)
State of South Dakota	6,304.69	(3 rd Penny Sales Tax)
Minnehaha County	11,615.71	(Real Estate Taxes)
Minnehaha County	838.65	(Street Maintenance Fee)
Misc.	4,794.14	(Special Assessment Pmt – Mickelson Rd)
Misc.	258,267.00	(Special Assessment Pmt – Vandemark Ave)
Misc.	6,617.40	(Building/Flatwork Permits)
Misc.	1,865.50	(Sale of Water Meters/Fittings)
Misc.	6,000.00	(W/S Hookup Fees)
Misc.	1,768.00	(Surplus Dirt Purchases)

Cash Balances as of	August 2019	August 2020
Total General Fund	\$1,785,539.21	\$1,320,975.99
Revenue and Expenses for the Month of:		
Revenue - General Fund	\$ 47,095.70	\$232,027.38
Expenses - General Fund	\$203,994.97	\$139,399.28
Revenue and Expenses		
	2019 Year-To-Date	2020 Year-To-Date
Revenue - General Fund	\$1,449,639.55	\$1,817,017.05
Expenses - General Fund	\$1,591,544.29	\$1,854,810.60

Budget: The 2021 Budget Appropriation Ordinance has been sent to the County. This will provide them the amount of taxes to levy in 2021.

Calendar of Events:

October 2020:

Tuesday, 6 th	City Council Meeting @ City Hall, 7pm
Wednesday, 7 th	HADF Meeting @ Reliabank, 7:30am
Sunday, 11 th	HASR Meeting @ Blue 42, 7pm
Monday, 12 th	Columbus Day Holiday – City Hall Closed
Monday, 12 th	Jamboree Committee Meeting, 6pm, Location TBD
Monday, 12 th	Chamber Meeting @ Fire Station, 6:30pm
Tuesday, 13 th	Planning & Zoning Meeting @ City Hall, 7pm
Wednesday, 14 th	HADF Meeting @ Stomping Grounds, 7:30am
Tuesday, 20 th	City Council Meeting @ City Hall, 7pm
Wednesday, 21 st	HADF Meeting @ Stomping Grounds, 7:30am
Tuesday, 27 th	Planning & Zoning Meeting @ City Hall, 7pm
Wednesday, 28 th	HADF Meeting @ Stomping Grounds, 7:30am

CITY OF HARTFORD
FINANCIAL STATEMENTS
AND
INDEPENDENT AUDITOR'S REPORT
DECEMBER 31, 2019

QUAM, BERGLIN & POST, P.C.

CERTIFIED PUBLIC ACCOUNTANTS

**CITY OF HARTFORD
MUNICIPAL OFFICIALS
DECEMBER 31, 2019**

Mayor

Jeremy Menning

Governing Board

Brittany Glanzer

Arden Jones

Travis Kuehl

Mark Monahan

Mark Brenneman

Scott Nelson

Finance Officer

Karen Wilber

City Administrator

Teresa Sidel

Attorney

Larry Nelson

**CITY OF HARTFORD
TABLE OF CONTENTS**

	<u>Page</u>
Independent Auditor's Report	1
BASIC FINANCIAL STATEMENTS:	
Government-Wide Financial Statements:	
Statement of Net Position	4
Statement of Activities	5
Fund Financial Statements:	
Balance Sheet - Governmental Funds	6
Reconciliation of the Governmental Funds Balance Sheet to the Statement of Net Position	7
Statement of Revenues, Expenditures and Changes in Fund Balances - Governmental Funds	8
Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances to the Government-Wide Statement of Activities	10
Statement of Net Position - Proprietary Funds	11
Statement of Revenues, Expenses and Changes in Fund Net Position - Proprietary Funds	12
Statement of Cash Flows - Proprietary Funds	13
Notes to the Financial Statements	14
Required Supplementary Information	
Budgetary Comparison Schedules:	
General Fund	33
Notes to the Required Supplementary Information-Budgetary	35
Schedule of the City's Proportionate Share of the Net Pension Liability (Asset)	36
Schedule of the City's Contributions	37
Notes to the Required Supplementary Information-Pension	38
Supplementary Information:	
Combining Balance Sheet - Nonmajor Governmental Funds	39
Combining Statement of Revenues, Expenditures and Changes in Fund Balances of Nonmajor Governmental Funds	40
Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance And Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	41
Schedule of Prior and Current Audit Findings	43
Corrective Action Plan	44

QUAM, BERGLIN & POST, P.C.

CERTIFIED PUBLIC ACCOUNTANTS
110 WEST MAIN – P.O. BOX 426
ELK POINT, SOUTH DAKOTA 57025

(605) 356-3374

INDEPENDENT AUDITOR'S REPORT

City Council
City of Hartford
Minnehaha County, South Dakota

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business type activities, each major fund and the aggregate remaining fund information of the City of Hartford, South Dakota, as of December 31, 2019 and for the year then ended, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the Table of Contents.

Management's Responsibility for the Financial Statements

The City's management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business type activities, each major fund and the aggregate remaining fund information of the City of Hartford as of December 31, 2019 and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Budgetary Comparison Schedules and the Pension Schedules listed in the Table of Contents be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of the financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

The City has omitted the Management's Discussion and Analysis (MD&A) that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City's basic financial statements. The Combining Nonmajor Fund Financial Statements listed in the Table of Contents are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated September 16, 2020, on our consideration of the City of Hartford's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, and other matters. The purpose of

that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control over financial reporting and compliance.

Quam, Berglin & Post P.C.

Quam, Berglin & Post, P.C.
Certified Public Accountants

September 16, 2020

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

	Primary Government		
	Governmental Activities	Business-Type Activities	Total
ASSETS:			
Cash and Cash Equivalents	\$ 1,864,727.44	\$ 1,793,843.45	\$ 3,658,570.89
Investments-Certificate of Deposit		27,300.04	27,300.04
Taxes Receivable	38,535.88		38,535.88
Accounts Receivable, Net	1,934.09	99,604.18	101,538.27
Due From Government	96,879.03		96,879.03
Inventory	63,377.42	155,127.00	218,504.42
Restricted Assets:			
Restricted Deposits	29,264.00	61,320.08	90,584.08
Noncurrent Assets:			
Special Assessment Receivable	4,249.08		4,249.08
Net Pension Asset	2,386.99		2,386.99
Capital Assets:			
Land and Construction in Progress	8,094,678.63	516,851.26	8,611,529.89
Other Capital Assets, Net of Depreciation	4,178,424.06	2,935,354.12	7,113,778.18
TOTAL ASSETS	14,374,456.62	5,589,400.13	19,963,856.75
DEFERRED OUTFLOWS OF RESOURCES			
Deferred Connection Fee		641,743.00	641,743.00
Pension Related Deferred Outflows	108,566.60		108,566.60
TOTAL DEFERRED OUTFLOWS OF RESOURCES	108,566.60	641,743.00	750,309.60
LIABILITIES:			
Accounts Payable	47,308.17	25,415.16	72,723.33
Accrued Wages Payable	4,342.92	331.52	4,674.44
Retainage Payable	82,822.50		82,822.50
Construction Contracts Payable	268,199.33	11,615.65	279,814.98
Customer Deposits Payable		75,258.00	75,258.00
Special Assessments Collected in Advance	33,249.47		33,249.47
Noncurrent Liabilities:			
Due Within One Year	357,432.24	297,545.30	654,977.54
Due in More than One Year	2,789,925.31	2,449,492.55	5,239,417.86
TOTAL LIABILITIES	3,583,279.94	2,859,658.18	6,442,938.12
DEFERRED INFLOWS OF RESOURCES			
Pension Related Deferred Inflows	58,974.35		58,974.35
NET POSITION:			
Net Investment in Capital Assets	9,194,646.78	738,042.01	9,932,688.79
Restricted for:			
Debt Services	4,249.08		4,249.08
Capital Improvement	152,929.45		152,929.45
Community Development	67,388.62		67,388.62
Cumulative Reserve - SDPAA	29,264.00		29,264.00
SDRS Pension Purposes	51,979.24		51,979.24
Unrestricted	1,340,311.76	2,633,442.94	3,973,754.70
TOTAL NET POSITION	\$ 10,840,768.93	\$ 3,371,484.95	\$ 14,212,253.88

The attached notes are an integral part of these financial statements.

CITY OF HARTFORD
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2019

Functions/Programs	Program Revenues				Net (Expense) Revenue and Changes in Net Position	
	Expenses	Charges for Services	Operating		Governmental Activities	Business-Type Activities
			Grants and Contributions			
Primary Government:						
Governmental Activities:						
General Government	\$ 684,475.84	\$ 80,205.02	\$ 2,207.89	\$ (602,062.93)	\$	\$ (602,062.93)
Public Safety	456,356.59	8,431.17	3,200.00	(444,725.42)		(444,725.42)
Public Works	968,965.86	51,065.37		(917,900.49)		(917,900.49)
Health and Welfare	2,398.83			(2,398.83)		(2,398.83)
Culture and Recreation	434,942.21	30,080.66		(404,861.55)		(404,861.55)
Conservation & Development	202,499.53			(202,499.53)		(202,499.53)
*Interest on Long-Term Debt	79,867.67			(79,867.67)		(79,867.67)
Total Governmental Activities	2,829,506.53	169,782.22	5,407.89	(2,654,316.42)		(2,654,316.42)
Business-Type Activities:						
Water	423,703.61	646,268.35			222,564.74	222,564.74
Sewer	471,275.27	557,331.29			86,056.02	86,056.02
Total Business-Type Activities	894,978.88	1,203,599.64			308,620.76	308,620.76
Total Primary Government	\$ 3,724,485.41	\$ 1,373,381.86	\$ 5,407.89	(2,654,316.42)		(2,345,695.66)
General Revenues:						
Taxes:						
Property Taxes				1,262,477.73		1,262,477.73
Sales and Use Taxes				1,128,187.05		1,128,187.05
State Shared Revenues				50,998.93		50,998.93
Unrestricted Investment Earnings				3,480.36	2,632.13	6,112.49
Miscellaneous Revenue				865,981.49		865,981.49
Transfers				472,000.00	(472,000.00)	
Total General Revenues and Transfers				3,783,125.56	(469,367.87)	3,313,757.69
Change in Net Position				1,128,809.14	(160,747.11)	968,062.03
Net Position - Beginning				9,587,265.86	3,532,232.06	13,119,497.92
Prior Period Adjustment				124,693.93		124,693.93
Adjusted Net Position - Beginning				9,711,959.79	3,532,232.06	13,244,191.85
Net Position - Ending				\$ 10,840,768.93	\$ 3,371,484.95	\$ 14,212,253.88

*The Municipality does not have interest expense related to the functions presented above. This amount includes indirect interest expense on general long-term debt.

The attached notes are an integral part of these financial statements.

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

	Major Funds			Nonmajor	Total Governmental Funds
	General Fund	Mickelson Road Fund	Vandemark Street Fund	Other Governmental Funds	
ASSETS:					
Cash and Cash Equivalents	\$ 1,649,647.11	\$	\$ 26,839.46	\$ 188,240.87	\$ 1,864,727.44
Taxes Receivable - Delinquent	38,535.88				38,535.88
Accounts Receivable, Net	1,934.09				1,934.09
Special Assessments Receivable - Delinquent				4,249.08	4,249.08
Due From Other Funds	49,018.96				49,018.96
Due From Government	90,962.43			5,916.60	96,879.03
Inventory	63,377.42				63,377.42
Restricted Deposits	29,264.00				29,264.00
TOTAL ASSETS	\$ 1,922,739.89	\$	\$ 26,839.46	\$ 198,406.55	\$ 2,147,985.90
LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES:					
Liabilities:					
Accounts Payable	\$ 41,025.19	\$ 5,604.12	\$ 678.86	\$	\$ 47,308.17
Construction Payable		82,822.50			82,822.50
Contracts Payable - Retainage Payable	23,736.19	244,463.14			268,199.33
Due to Other Funds		49,018.96			49,018.96
Special Assessments Collected in Advance	33,249.47				33,249.47
Accrued Wages Payable	4,342.92				4,342.92
Total Liabilities	102,353.77	381,908.72	678.86		484,941.35
Deferred Inflows of Resources:					
Unavailable Revenue - Property Taxes	38,535.88				38,535.88
Unavailable Revenue - Special Assessments				4,249.08	4,249.08
Total Deferred Inflows of Resources	38,535.88			4,249.08	42,784.96
Fund Balances:					
Nonspendable	92,641.42				92,641.42
Restricted	43,886.94		26,160.60	194,157.47	264,205.01
Unassigned	1,645,321.88	(381,908.72)			1,263,413.16
Total Fund Balances	1,781,850.24	(381,908.72)	26,160.60	194,157.47	1,620,259.59
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES	\$ 1,922,739.89	\$ 0.00	\$ 26,839.46	\$ 198,406.55	\$ 2,147,985.90

The attached notes are an integral part of these financial statements.

**CITY OF HARTFORD
RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET
TO THE STATEMENT OF NET POSITION
DECEMBER 31, 2019**

Total Fund Balances - Governmental Funds \$ 1,620,259.59

Amounts reported for governmental activities in the Statement of Net Position are different because:

Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds.

Cost of Assets:	\$ 17,429,137.92	
(Less) Accumulated Depreciation	<u>(5,156,035.23)</u>	12,273,102.69

Long-term liabilities, including loans payable and accrued leave payable, are not due and payable in the current period and therefore are not reported in the funds.

Loans Payable	(3,078,455.91)	
Accrued Leave Payable	<u>(68,901.64)</u>	(3,147,357.55)

Assets such as taxes receivable (delinquent), special assessments receivable (current, delinquent and deferred) and certain notes receivables are not available to pay for current period expenditures and therefore are deferred in the funds but are revenue in the government-wide financial statements.

42,784.96

Net Pension Asset reported in governmental activities is not an available financial resource and therefore is not reported in the funds.

2,386.99

Pension related deferred outflows are components of pension asset and therefore are not reported in the funds.

108,566.60

Pension related deferred inflows are components of pension liability and therefore are not reported in the funds.

(58,974.35)

Net Position - Governmental Funds \$ 10,840,768.93

The attached notes are an integral part of these financial statements.

CITY OF HARTFORD
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2019

	Major Funds			Nonmajor	Total Governmental Funds
	General Fund	Mickelson Road Fund	Vandemark Street Fund	Other Governmental Funds	
Revenues:					
Taxes:					
General Property Taxes	\$ 1,241,923.80			\$	\$ 1,241,923.80
General Sales and Use Taxes	958,529.98			119,915.58	1,078,445.56
Business Sales Tax Revenue	22,289.99				22,289.99
Amusement Taxes	276.00				276.00
Excise Tax	27,451.50				27,451.50
Licenses and Permits	80,205.02				80,205.02
Intergovernmental Revenue:					
State Grants	3,200.00				3,200.00
State Shared Revenue:					
Bank Franchise Tax	34,484.60				34,484.60
Liquor Tax Reversion	16,514.33				16,514.33
Motor Vehicle Licenses (5%)	22,912.06				22,912.06
County Shared Revenue:					
County Highway and Bridge Tax	24,302.63				24,302.63
County Wheel Tax	3,850.60				3,850.60
Other Intergovernmental Revenues	30,561.88				30,561.88
Charge for Services:					
Culture and Recreation	30,080.66				30,080.66
Fines and Forfeits:					
Court Fines and Costs	8,431.17				8,431.17
Miscellaneous Revenue:					
Investment Earnings	3,204.68			275.68	3,480.36
Contributions and Donations	2,207.89				2,207.89
Other	16,256.45	822,482.66	2.48		838,741.59
Total Revenue	<u>2,526,683.24</u>	<u>822,482.66</u>	<u>2.48</u>	<u>120,191.26</u>	<u>3,469,359.64</u>

The attached notes are an integral part of these financial statements.

CITY OF HARTFORD
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2019

	Major Funds			Nonmajor	Total Governmental Funds
	General Fund	Mickelson Road Fund	Vandemark Street Fund	Other Governmental Funds	
Expenditures:					
General Government:					
Legislative	24,894.08				24,894.08
Executive	5,176.48				5,176.48
Elections	29.40				29.40
Financial Administration	405,510.68				405,510.68
Other	58,673.70				58,673.70
Total General Government	494,284.34				494,284.34
Public Safety:					
Police	248,626.54				248,626.54
Fire	175,000.00				175,000.00
Total Public Safety	423,626.54				423,626.54
Public Works:					
Highways and Streets	424,367.25	324,486.26	5,605.00		754,458.51
Transit	7,759.20				7,759.20
Total Public Works	432,126.45	324,486.26	5,605.00		762,217.71
Health and Welfare:					
Professional Services	1,943.95				1,943.95
Supplies	454.88				454.88
Total Health and Welfare	2,398.83				2,398.83
Culture and Recreation:					
Recreation	181,868.89				181,868.89
Parks	192,788.26				192,788.26
Libraries	7,100.00				7,100.00
Total Culture and Recreation	381,757.15				381,757.15
Conservation and Development:					
Economic Development and Assistance	105,009.53			97,490.00	202,499.53
Debt Service	283,061.96		17,227.56		300,289.52
Capital Outlay	180,154.26	1,552,182.08	1,540,861.32	22,794.52	3,295,992.18
Total Expenditures	2,302,419.06	1,876,668.34	1,563,693.88	120,284.52	5,863,065.80
Excess of Revenue Over (Under) Expenditures	224,264.18	(1,054,185.68)	(1,563,691.40)	(93.26)	(2,393,706.16)
Other Financing Sources (Uses):					
Transfer In		1,125,000.00	64,852.00		1,189,852.00
Transfer (Out)	(717,852.00)				(717,852.00)
Sale of Municipal Property	970.32				970.32
Proceeds from Long Term Debt			1,525,000.00		1,525,000.00
Total Other Financing Sources (Uses)	(716,881.68)	1,125,000.00	1,589,852.00		1,997,970.32
Net Change in Fund Balances	(492,617.50)	70,814.32	26,160.60	(93.26)	(395,735.84)
Fund Balance - Beginning	2,274,467.74	(452,723.04)		194,250.73	2,015,995.43
FUND BALANCE - ENDING	\$ 1,781,850.24	\$ (381,908.72)	\$ 26,160.60	\$ 194,157.47	\$ 1,620,259.59

The attached notes are an integral part of these financial statements.

**CITY OF HARTFORD
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCES TO THE GOVERNMENT-WIDE
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2019**

Net Change in Fund Balances - Total Governmental Funds \$ (395,735.84)

Amounts reported for governmental activities in the Statement of
Activities are different because:

Governmental funds report capital outlays as expenditures, however, in the
Statement of Activities the cost of those assets is allocated over their
estimated useful lives and reported as depreciation expense. This is the
amount by which capital outlays exceeded depreciation expense in the
current period. 2,886,872.65

The issuance of long-term debt is an other financing source in the fund
statements but an increase in long-term liabilities on the government-wide
statements.
Sales Tax Revenue Bond (1,525,000.00)

Governmental funds do not reflect the change in accrued leave, but the
statement of activities reflects the change in accrued leave through
expenditures. (10,370.90)

Repayment of debt is an expenditure in the governmental funds, but the
repayment reduces long-term liabilities in the Statement of Net Position. 220,421.85

Governmental funds report property taxes and special assessments as
revenue when cash is received, but the Statement of Activities includes
these items as revenues when earned. 20,278.01

In the statement of activities, gains and losses on disposal of assets is
reported, whereas in the governmental funds, the proceeds and expenses
from the disposal of fixed assets is reflected. The net amount of gains and
losses is: (4,292.30)

Changes in the pension related deferred outflows/inflows are direct
components of pension liability (asset) and are not reflected in the
governmental funds. (63,364.33)

Change in Net Position of Governmental Activities \$ 1,128,809.14

The attached notes are an integral part of these financial statements.

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

	<u>Enterprise Funds</u>		
	<u>Major Funds</u>		
	<u>Water Fund</u>	<u>Sewer Fund</u>	<u>Totals</u>
<u>ASSETS:</u>			
Current Assets:			
Cash and Cash Equivalents	\$ 1,175,934.11	\$ 617,909.34	\$ 1,793,843.45
Investments-Certificate of Deposit	27,300.04		27,300.04
Accounts Receivable, Net	51,190.08	48,414.10	99,604.18
Utility Deposits	61,320.08		61,320.08
Inventory of Supplies	139,277.00	9,020.00	148,297.00
Inventory of Stores Purchased for Resale	6,830.00		6,830.00
Total Current Assets	<u>1,461,851.31</u>	<u>675,343.44</u>	<u>2,137,194.75</u>
Noncurrent Assets:			
Capital Assets:			
Land	127,385.00	311,897.00	439,282.00
Buildings	9,837.44	559,837.43	569,674.87
Improvement other than Buildings	4,117,485.76	4,663,383.19	8,780,868.95
Machinery and Equipment	182,765.33	254,115.87	436,881.20
Construction Work in Progress		77,569.26	77,569.26
Less: Accumulated Depreciation	<u>(2,762,715.25)</u>	<u>(4,089,355.65)</u>	<u>(6,852,070.90)</u>
Total Noncurrent Assets	<u>1,674,758.28</u>	<u>1,777,447.10</u>	<u>3,452,205.38</u>
TOTAL ASSETS	<u>3,136,609.59</u>	<u>2,452,790.54</u>	<u>5,589,400.13</u>
<u>DEFERRED OUTFLOWS OF RESOURCES</u>			
Deferred Connection Fee	<u>641,743.00</u>		<u>641,743.00</u>
<u>LIABILITIES:</u>			
Current Liabilities:			
Accounts Payable	10,809.24	14,605.92	25,415.16
Contracts Payable--Retained Percentage		11,615.65	11,615.65
Accrued Wages Payable	165.76	165.76	331.52
Customer Deposits	75,258.00		75,258.00
Accrued Leave Payable - Current	16,437.24	16,437.24	32,874.48
Other Long-Term Debt - Current	112,719.18	151,951.64	264,670.82
Total Current Liabilities	<u>215,389.42</u>	<u>194,776.21</u>	<u>410,165.63</u>
Noncurrent Liabilities:			
Revenue Bonds Payable	<u>597,172.01</u>	<u>1,852,320.54</u>	<u>2,449,492.55</u>
Total Noncurrent Liabilities	<u>597,172.01</u>	<u>1,852,320.54</u>	<u>2,449,492.55</u>
TOTAL LIABILITIES	<u>812,561.43</u>	<u>2,047,096.75</u>	<u>2,859,658.18</u>
<u>NET POSITION:</u>			
Net Investment in Capital Assets	964,867.09	(226,825.08)	738,042.01
Unrestricted Net Position	<u>2,000,924.07</u>	<u>632,518.87</u>	<u>2,633,442.94</u>
TOTAL NET POSITION	<u>\$ 2,965,791.16</u>	<u>\$ 405,693.79</u>	<u>\$ 3,371,484.95</u>

The attached notes are an integral part of these financial statements.

CITY OF HARTFORD
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET POSITION
PROPRIETARY FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2019

	<u>Enterprise Funds</u>		<u>Totals</u>
	<u>Major Funds</u>		
	<u>Water Fund</u>	<u>Sewer Fund</u>	
<u>Operating Revenue:</u>			
Charges for Goods and Services (Revenues Securing Debt Issues)	\$ 635,318.35	\$ 548,396.48	\$ 1,183,714.83
Miscellaneous	10,950.00	8,934.81	19,884.81
Total Operating Revenue	<u>646,268.35</u>	<u>557,331.29</u>	<u>1,203,599.64</u>
<u>Operating Expenses:</u>			
Personal Services	61,097.19	61,772.95	122,870.14
Other Current Expense	64,095.03	99,268.47	163,363.50
Amortization	103,990.00		103,990.00
Depreciation	168,606.89	250,679.12	419,286.01
Total Operating Expenses	<u>397,789.11</u>	<u>411,720.54</u>	<u>809,509.65</u>
Operating Income (Loss)	<u>248,479.24</u>	<u>145,610.75</u>	<u>394,089.99</u>
<u>Nonoperating Revenue (Expense):</u>			
Interest Income	2,632.13		2,632.13
Interest Expense and Fiscal Charges	(25,914.50)	(59,554.73)	(85,469.23)
Total Nonoperating Revenue (Expense)	<u>(23,282.37)</u>	<u>(59,554.73)</u>	<u>(82,837.10)</u>
Income (Loss) before Transfers	225,196.87	86,056.02	311,252.89
Transfers (Out)	(232,000.00)	(240,000.00)	(472,000.00)
Change in Net Position	(6,803.13)	(153,943.98)	(160,747.11)
Net Position - Beginning	<u>2,972,594.29</u>	<u>559,637.77</u>	<u>3,532,232.06</u>
NET POSITION - ENDING	<u>\$ 2,965,791.16</u>	<u>\$ 405,693.79</u>	<u>\$ 3,371,484.95</u>

The attached notes are an integral part of these financial statements.

**CITY OF HARTFORD
STATEMENT OF CASH FLOWS
PROPRIETARY FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2019**

	<u>Enterprise Funds</u>		<u>Totals</u>
	<u>Major Funds</u>		
	<u>Water Fund</u>	<u>Sewer Fund</u>	
<u>CASH FLOWS FROM OPERATING ACTIVITIES:</u>			
Cash Receipts from Customers	\$ 650,544.91	\$ 553,242.03	\$ 1,203,786.94
Cash Receipts from Interfund Services Provided	3,276.02	3,276.02	6,552.04
Cash Payments to Employees for Services	(59,782.55)	(60,458.31)	(120,240.86)
Cash Payments to Suppliers for Goods and Services	(193,783.88)	(90,762.96)	(284,546.84)
Net Cash Provided (Used) by Operating Activities	<u>400,254.50</u>	<u>405,296.78</u>	<u>805,551.28</u>
<u>CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES:</u>			
Transfers Out	(232,000.00)	(240,000.00)	(472,000.00)
Net Cash Provided (Used) By Noncapital Financing Activities	<u>(232,000.00)</u>	<u>(240,000.00)</u>	<u>(472,000.00)</u>
<u>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:</u>			
Purchase of Capital Assets	(27,962.00)	(67,668.66)	(95,630.66)
Principal Paid on Capital Debt	(109,005.86)	(146,626.43)	(255,632.29)
Interest Paid on Capital Debt	(25,914.50)	(59,554.73)	(85,469.23)
Net Cash Provided (Used) by Capital and Related Financing Activities	<u>(162,882.36)</u>	<u>(273,849.82)</u>	<u>(436,732.18)</u>
<u>CASH FLOWS FROM INVESTING ACTIVITIES:</u>			
Purchase of Investment Securities	(522.17)		(522.17)
Payments of Utility Deposits	(4,031.30)		(4,031.30)
Interest Earnings	2,632.13		2,632.13
Net Cash Provided (Used) by Investing Activities	<u>(1,921.34)</u>		<u>(1,921.34)</u>
Net Increase (Decrease) in Cash and Cash Equivalents	<u>\$ 3,450.80</u>	<u>\$ (108,553.04)</u>	<u>\$ (105,102.24)</u>
Cash and Cash Equivalents at Beginning of Year	\$ 1,172,483.31	\$ 726,462.38	\$ 1,898,945.69
Cash and Cash Equivalents at End of Year	<u>1,175,934.11</u>	<u>617,909.34</u>	<u>1,793,843.45</u>
Net Increase (Decrease) in Cash and Cash Equivalents	<u>\$ 3,450.80</u>	<u>\$ (108,553.04)</u>	<u>\$ (105,102.24)</u>
<u>RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES:</u>			
Operating Income (Loss)	\$ 248,479.24	\$ 145,610.75	\$ 394,089.99
Adjustments to Reconcile Operating Income to Net Cash Provided (Used) by Operating Activities:			
Depreciation Expense	168,606.89	250,679.12	419,286.01
Amortization Expense	103,990.00		103,990.00
Change in Assets and Liabilities:			
Receivables	1,594.58	(813.24)	781.34
Inventories	(130,145.00)	1,306.00	(128,839.00)
Accounts and Other Payables	456.15	7,199.51	7,655.66
Accrued Wages Payable	57.15	57.15	114.30
Accrued Leave Payable	1,257.49	1,257.49	2,514.98
Customer Deposits	5,958.00		5,958.00
Net Cash Provided (Used) by Operating Activities	<u>\$ 400,254.50</u>	<u>\$ 405,296.78</u>	<u>\$ 805,551.28</u>

The attached notes are an integral part of these financial statements.

CITY OF HARTFORD
NOTES TO THE FINANCIAL STATEMENTS

1. Summary of Significant Accounting Policies

a. Financial Reporting Entity:

The reporting entity of the City of Hartford consists of the primary government (which includes all of the funds, organizations, institutions, agencies, departments, and offices that make up the legal entity, plus those funds for which the primary government has a fiduciary responsibility, even though those fiduciary funds may represent organizations that do not meet the criteria for inclusion in the financial reporting entity); those organizations for which the primary government is financially accountable; and other organizations for which the nature and significance of their relationship with the primary government are such that their exclusion would cause the financial reporting entity's financial statements to be misleading or incomplete.

b. Basis of Presentation:

Government-wide Financial Statements:

The Statement of Net Position and Statement of Activities display information about the reporting entity as a whole. They include all funds of the reporting entity except for fiduciary funds. The statements distinguish between governmental and business-type activities. Governmental activities generally are financed through taxes, intergovernmental revenues, and other non-exchange revenues. Business-type activities are financed in whole or in part by fees charged to external parties for goods or services.

The Statement of Activities presents a comparison between direct expenses and program revenues for each segment of the business-type activities of the City and for each function of the City's governmental activities. Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function. Program revenues include (a) charges paid by recipients of goods and services offered by the programs and (b) grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues, including all taxes, are presented as general revenues.

Fund Financial Statements:

Fund financial statements of the reporting entity are organized into funds, each of which is considered to be a separate accounting entity. Each fund is accounted for by providing a separate set of self-balancing accounts that constitute its assets, liabilities, fund equity, revenues, and expenditures/expenses. Funds are organized into three major categories: governmental, proprietary, and fiduciary. An emphasis is placed on major funds within the governmental and proprietary categories. A fund is considered major if it is the primary operating fund of the City or it meets the following criteria:

1. Total assets and deferred outflows of resources, liabilities and deferred inflows of resources, revenues, or expenditures/expenses of the individual governmental or enterprise fund are at least 10 percent of the corresponding total for all funds of that category or type, and
2. Total assets and deferred outflows of resources, liabilities and deferred inflows of resources, revenues, or expenditures/expenses of the individual governmental or enterprise fund are at least 5 percent of the corresponding total for all governmental and enterprise funds combined, or
3. Management has elected to classify one or more governmental or enterprise funds as major for consistency in reporting from year to year, or because of public interest in the fund's operations.

The funds of the City financial reporting entity are described below:

Governmental Funds:

General Fund – The General Fund is the general operating fund of the City. It is used to account for all financial resources except those required to be accounted for in another fund. The General Fund is always considered to be a major fund.

Special Revenue Funds – Special revenue funds are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects.

Additional Sales Tax Fund – A fund established by South Dakota Codified Law (SDCL) 10-52-2, to pay debt service on bonds and other costs of capital improvements and land acquisition. The fund is financed by a “Second Penny” retail sales tax collected prior to December 31, 2002. This is not a major fund.

“Second Penny” sales tax collected after December 31, 2002 is unrestricted; therefore, it is accounted for in the General Fund.

3rd Penny Sales Tax Fund- A fund established by SDCL 10-52A used to pay for promotion of the City. It is financed by a gross receipts tax on bars, restaurants and motels. This is not a major fund.

Debt Service Funds – Debt service funds are used to account for the accumulation of resources for, and the payment of, general long-term debt principal, interest, and related costs.

2007 Special Assessments Fund- To account for special assessment taxes which may be used only for the payment of the debt principal, interest, and related costs. This is not a major fund.

Capital Project Funds – Capital Projects Funds are used to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets (other than those financed by proprietary funds and trust funds).

The Capital Project Funds maintained by the City during 2019 were the “Vandemark St. Fund”, “Mickelson Road Fund”, and the “Sports Complex Fund.” The purpose of these funds were to construct selected park and recreation improvements. The projects were funded in the years 2014-2019 by transfers from the General Fund. These are not major funds, except for the “Mickelson Road Fund” and “Vandemark St. Fund”, which were new funds in 2017 and 2019, respectively.

Proprietary Funds:

Enterprise Funds – enterprise funds may be used to report any activity for which a fee is charged to external users for goods or services. Activities are required to be reported as enterprise funds if any one of the following criteria is met. Governments should apply each of these criteria in the context of the activity’s principle revenue sources.

- a. *The activity is financed with debt that is secured solely by a pledge of the net revenues from fees and charges of the activity. Debt that is secured by a pledge of net revenues from fees and charges and the full faith and credit of a related primary government or component unit—even if that government is not expected to make any payments—is not payable solely from fees and charges of the activity. (Some debt may be secured, in part, by a portion of its own proceeds but should be considered as payable “solely” from the revenues of the activity.)*
- b. *Laws or regulations require that the activity's costs of providing services, including capital costs (such as depreciation or debt service), be recovered with fees and charges, rather than with taxes or similar revenues.*
- c. *The pricing policies of the activity establish fees and charges designed to recover its costs, including capital costs (such as depreciation or debt service).*

Water Fund – Financed primarily by user charges, this fund accounts for the construction and operation of the municipal waterworks system and related facilities. (SDCL 9-47-1) This is a major fund.

Sewer Fund – Financed primarily by user charges, this fund accounts for the construction and operation of the municipal sanitary sewer system and related facilities. (SDCL 9-48-2) This is a major fund.

c. Measurement Focus and Basis of Accounting:

Measurement focus is a term used to describe “how” transactions are recorded within the various financial statements. Basis of accounting refers to “when” revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements, regardless of the measurement focus.

Measurement Focus:

Government-wide Financial Statements:

In the government-wide Statement of Net Position and Statement of Activities, both governmental and business-type activities are presented using the economic resources measurement focus, applied on the accrual basis of accounting.

Fund Financial Statements:

In the fund financial statements, the “current financial resources” measurement focus and the modified accrual basis of accounting are applied to governmental fund types, while the “economic resources” measurement focus and the accrual basis of accounting are applied to the proprietary funds.

Basis of Accounting:

Government-wide Financial Statements:

In the government-wide Statement of Net Position and Statement of Activities, governmental, business-type, and component unit activities are presented using the accrual basis of accounting. Under the accrual basis of accounting, revenues and related assets are recorded when earned (usually when the right to receive cash vests); and, expenses and related liabilities are recorded when an obligation is incurred (usually when the obligation to pay cash in the future vests).

Fund Financial Statements:

All governmental fund types are accounted for using the modified accrual basis of accounting. Their revenues, including property taxes, are recognized when they become measurable and available. “Available” means resources are collected or to be collected soon enough after the end of the fiscal year that they can be used to pay the bills of the current period. The accrual period does not exceed one bill-paying cycle, and for the City of Hartford, the length of that cycle is 30 days. The revenues which were accrued at December 31, 2019, are taxes receivable, amounts due from other governments for grants, and other receivables due within 30 days.

Under the modified accrual basis of accounting, receivables may be measurable but not available. Available means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Reported deferred inflows of resources are those where asset recognition criteria have been met, but for which revenue recognition criteria have not been met.

Expenditures are generally recognized when the related fund liability is incurred. Exceptions to this general rule include principal and interest on general long-term debt which are recognized when due. All proprietary funds are accounted for using the accrual basis of accounting. Their revenues are recognized when they are earned, and their expenses are recognized when they are incurred.

d. Interfund Eliminations and Reclassifications:

Government-wide Financial Statements:

In the process of aggregating data for the government-wide financial statements, some amounts reported as interfund activity and balances in the fund financial statements have been eliminated or reclassified, as follows:

In order to minimize the grossing-up effect on assets and liabilities within the governmental and business-type activities columns of the primary government, amounts reported as interfund receivables and payables have been eliminated in the governmental and business-type activities columns, except for the net, residual amounts due between governmental and business-type activities, which are presented as Internal Balances.

e. Deposits and Investments:

For the purpose of financial reporting, "cash and cash equivalents" includes all demand and savings accounts and certificates of deposit or short-term investments with a term to maturity at date of acquisition of three months or less. Investments in open-end mutual fund shares, or similar investments in external investment pools, are also considered to be cash equivalents.

Investments classified in the financial statements consist entirely of certificates of deposit whose term to maturity at date of acquisition exceeds three months, and/or those types of investment authorized by South Dakota Codified Laws (SDCL) 4-5-6.

f. Capital Assets:

Capital assets include land, buildings, machinery and equipment, and all other tangible or intangible assets that are used in operations and that have initial useful lives extending beyond a single reporting period. Infrastructure assets are long-lived capital assets that normally are stationary in nature and normally can be preserved for significantly greater number of years than most capital assets.

The accounting treatment over capital assets depends on whether the assets are used in governmental fund operations or proprietary fund operations and whether they are reported in the government-wide or fund financial statements.

Government-Wide Statements:

Capital assets are recorded at historical cost, or estimated cost, where actual cost could not be determined. Donated capital assets are valued at their estimated fair value on the date donated. Reported cost values include ancillary charges necessary to place the asset into its intended location and condition for use. Subsequent to initial capitalization, improvements or betterments that are significant, and which extend the useful life of a capital asset are also capitalized. The total December 31, 2019 balance of governmental activities and business-type capital assets are all valued at original cost.

Infrastructure assets used in general government operations, consisting of certain improvements other than buildings, including roads, bridges, sidewalks, drainage systems, and lighting systems, acquired prior to January 1, 2004, were not required to be capitalized by the City. Infrastructure assets acquired since January 1, 2004 are recorded at cost and classified as "Improvements Other than Buildings." For governmental activities capital assets, construction-period interest is not capitalized, in accordance with USGAAP, while for capital assets used in business-type activities/proprietary fund's operations, construction period interest is capitalized in accordance with USGAAP.

Depreciation of all exhaustible capital assets is recorded as an allocated expense in the government-wide Statement of Activities with net capital assets reflected in the Statement of Net Position. Accumulated depreciation is reported on the government-wide Statement of Net Position and on each

proprietary fund's Statement of Net Position.

Capitalization thresholds (the dollar values above which asset acquisitions are added to the capital asset accounts), depreciation methods, and estimated useful lives of capital assets reported in the government-wide statements and proprietary funds are as follows:

	Capitalization Threshold	Depreciation Method	Estimated Useful Life
Land and Land Rights	All	NA	NA
Improvements other than Buildings	\$ 50,000	Straight Line	20-100 years
Buildings	25,000	Straight Line	15-50 years
Machinery and Equipment	5,000	Straight Line	4-20 years

Land is an inexhaustible capital asset and is not depreciated.

Fund Financial Statements:

In the fund financial statements, capital assets used in governmental fund operations are accounted for as Capital Outlay expenditures of the appropriate governmental fund upon acquisition. Capital assets used in proprietary fund operations are accounted for on the accrual basis, the same as in the government-wide statements.

g. Long-Term Liabilities:

The accounting treatment of long-term liabilities depends on whether the assets are used in governmental fund operations or proprietary fund operations and whether they are reported in the government-wide or fund financial statements.

All long-term liabilities to be repaid from governmental and business-type resources are reported as liabilities in the government-wide statements. The long-term liabilities consist of revenue bonds, special assessment bonds, state revolving loans, and compensated absences.

In the fund financial statements, debt proceeds are reported as revenues (other financing sources), while payments of principal and interest are reported as expenditures when they become due. The accounting for proprietary fund long-term debt is on the accrual basis, the same in the fund statements as in the government-wide statements.

h. Program Revenues:

Program revenues derive directly from the program itself or from parties other than the City's taxpayers or citizenry, as a whole. Program revenues are classified into three categories, as follows:

1. Charges for services – These arise from charges to customers, applicants, or others who purchase, use, or directly benefit from the goods, services, or privileges provided, or are otherwise directly affected by the services.
2. Program-specific operating grants and contributions – These arise from mandatory and voluntary non-exchange transactions with other governments, organizations, or individuals that are restricted for use in a particular program.
3. Program-specific capital grants and contributions – These arise from mandatory and voluntary non-exchange transactions with other governments, organizations, or individuals that are restricted for the acquisition of capital assets for use in a particular program.

i. Deferred Inflows and Deferred Outflows of Resources

In addition to assets, the statement of financial position reports a separate section for deferred inflows

and deferred outflows of resources. Deferred outflows of resources represent consumption of net position that applies to a future period or periods. These items will not be recognized as an outflow of resources until the applicable future period.

In addition to liabilities, the statement of financial position reports a separate section for deferred inflows of resources. Deferred inflows of resources represent acquisitions of net position that applies to a future period or periods. These items will not be recognized as an inflow of resources until the applicable future period.

j. Proprietary Funds Revenue and Expense Classifications:

In the proprietary fund's Statement of Revenues, Expenses, and Changes in Net Position, revenues and expenses are classified in a manner consistent with how they are classified in the Statement of Cash Flows. That is, transactions for which related cash flows are reported as capital and related financing activities, noncapital financing activities, or investing activities are not reported as components of operating revenues or expenses.

k. Cash and Cash Equivalents:

The City pools the cash resources of its funds for cash management purposes. The proprietary funds essentially have access to the entire amount of their cash resources on demand. Accordingly, each proprietary fund's equity in the cash management pool is considered to be cash and cash equivalents for the purpose of the Statement of Cash Flows.

l. Equity Classifications:

Government-wide Statements:

Equity is classified as net position and is displayed in three components:

1. Net Investment in Capital Assets – Consists of capital assets, including restricted capital assets, net of accumulated depreciation (if applicable) and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.
2. Restricted Net Position – Consists of net position with constraints placed on their use either by (a) external groups such as creditors, grantors, contributors, or laws and regulations of other governments; or (b) law through constitutional provisions or enabling legislation.
3. Unrestricted Net Position – All other net position that do not meet the definition of "restricted" or "net investment in capital assets."

m. Application of Net Position:

It is the City's policy to first use restricted net position, prior to the use of unrestricted net position, when an expense is incurred for purposes for which both restricted and unrestricted net position are available.

n. Fund Balance Classification Policies and Procedures:

In accordance with Government Accounting Standards Board (GASB) No. 54, Fund Balance Reporting and Governmental Fund Type Definitions, the City classifies governmental fund balances as follows:

- Non-spendable – Includes fund balance amounts that cannot be spent either because it is not in spendable form or because of legal or contractual constraints.

- **Restricted** – Includes fund balance amounts that are constrained for specific purposes which are externally imposed by providers, such as creditors or amounts constrained due to constitutional provisions or enabling legislation.
- **Committed** – Includes fund balance amounts that are constrained for specific purposes that are internally imposed by the government through formal action of the highest level of decision making authority and does not lapse at year-end.
- **Assigned** – Includes fund balance amounts that are intended to be used for specific purposes that are neither considered, restricted, or committed. Fund Balance may be assigned by the City Council.
- **Unassigned** – Includes positive fund balance within the General Fund which has not been classified within the above-mentioned categories and negative fund balances in other governmental funds.

The City uses *restricted/committed* amounts first when both restricted and unrestricted fund balance is available unless there are legal documents/contracts that prohibit doing this, such as a grant agreement requiring dollar for dollar spending. Additionally, the Government would first use *committed, then assigned, and lastly, unassigned amounts* of unrestricted fund balance when expenditures are made.

The City does not have a formal minimum fund balance policy.

A schedule of fund balances is provided as follows:

CITY OF HARTFORD
DISCLOSURE OF FUND BALANCES REPORTED ON BALANCE SHEET
GOVERNMENTAL FUNDS
December 31, 2019

Fund Balances:	General Fund	Mickelson Road Fund	Vandemark Street Fund	Other Non-Major Governmental Funds	Total Governmental Funds
<i>Nonspendable:</i>					
Inventory	\$ 63,377.42	\$	\$	\$	\$ 63,377.42
SDPAA Insurance Pool	29,264.00				29,264.00
<i>Restricted for:</i>					
Capital Improvement	43,886.94		26,160.60	126,768.85	196,816.39
Community Development				67,388.62	67,388.62
<i>Unassigned</i>	<u>1,645,321.88</u>	<u>(381,908.72)</u>	<u> </u>	<u> </u>	<u>1,263,413.16</u>
Total Fund Balances	<u>\$ 1,781,850.24</u>	<u>\$ (381,908.72)</u>	<u>\$ 26,160.60</u>	<u>\$ 194,157.47</u>	<u>\$ 1,620,259.59</u>

o. Pensions

For purposes of measuring the net pension liability (asset), deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense (revenue), information about the fiduciary net position of the South Dakota Retirement System (SDRS) and additions to/deletions from SDRS's fiduciary net position have been determined on the same basis as they are reported by SDRS. City contributions and net pension liability (asset) are recognized on an accrual basis of accounting.

2. Deposits and Investments Credit Risk, Concentrations of Credit Risk and Interest Rate Risk

The City follows the practice of aggregating the cash assets of various funds to maximize cash management efficiency and returns. Various restrictions on deposits and investments are imposed by statutes. These restrictions are summarized below:

Deposits – The City's cash deposits are made in qualified public depositories as defined by SDCL 4-6A-1, 9-22-6, 9-22-6.1, and 9-22-6.2, and may be in the form of demand or time deposits. Qualified

depositories are required by SDCL 4-6A-3 to maintain at all times, segregated from their other assets, eligible collateral having a value equal to at least 100 percent of the public deposit accounts which exceed deposit insurance such as the FDIC and NCUA. In lieu of pledging eligible securities, a qualified public depository may furnish irrevocable standby letters of credit issued by Federal Home Loan Banks accompanied by written evidence of that bank's public debt rating which may not be less than "AA" or a qualified public depository may furnish a corporate surety bond of a corporation authorized to do business in South Dakota.

Investments – In general, SDCL 4-5-6 permits City funds to be invested in (a) securities of the United States and securities guaranteed by the United States government either directly or indirectly or (b) repurchase agreements fully collateralized by securities described in (a) above; or in shares of an open-end, no-load fund administered by an investment company whose investments are in securities described in (a) above and repurchase agreements described in (b) above. Also, SDCL § 4-5-9, requires investments to be in the physical custody of the political subdivision or may be deposited in a safekeeping account with any bank or trust company designated by the political subdivision as its fiscal agent.

Credit Risk - State law limits eligible investments for the City, as discussed above. The City has no investment policy that would further limit its investment choices.

Interest Rate Risk - The City does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.

Concentration of Investment -The City places no limit on the amount that may be invested in any one issuer.

Deposits are reported at cost, plus interest, if the account is of the add-on type.

Assignment of Investment Income - State law allows income from deposits and investments to be credited to either the General Fund or the fund making the investment. The City's policy is to credit all income from deposits and investments to the fund making the investment.

3. Receivables and Payables

Receivables and payables are not aggregated in these financial statements. The City expects all receivables to be collected within one year.

4. Inventory

Inventory in the General Fund consists of expendable supplies held for consumption. Supply inventories are recorded at cost.

Inventory acquired for resale in the proprietary funds is recorded as an asset when acquired. The consumption of inventories held for resale is charged to expense as it is consumed. Inventories held for resale are recorded at the lower of cost or market, on the first-in, first-out cost flow assumption.

Government-wide Financial Statements:

In the government-wide financial statements, inventory is recorded as an asset at the time of purchase and charged to expense as it is consumed.

Fund Financial Statements:

In the fund financial statements, inventory is recorded as an asset at the time of purchase, and charges to expense as it is consumer. Material supply inventories of the governmental funds are off-set by a fund

balance “non-spendable” classification which indicates that they do not constitute “available spendable resources” even though they are a component of net current assets.

5. Property Taxes

Property taxes are levied on or before October 1, of the year preceding the start of the fiscal year. They attach an enforceable lien on property and become due and payable as of the following January, the first day of the fiscal year. Taxes are payable in two installments on or before April 30 and October 31 of the fiscal year.

The City is permitted by several state statutes to levy varying amounts of taxes per \$1,000 of taxable valuation on taxable real property in the City.

6. Changes In General Capital Assets

A summary of changes in capital assets for the year ended December 31, 2019 is as follows:

	<u>Balance</u> <u>01/01/19</u>	<u>Increases</u>	<u>Decreases</u>	<u>Balance</u> <u>12/31/19</u>
Governmental Activities:				
Land **	\$ 1,057,349.00	\$ 69,548.33	\$ (5,770.00)	\$ 1,121,127.33
Construction in Progress**	<u>3,891,389.07</u>	<u>3,174,087.33</u>	<u>(91,925.10)</u>	<u>6,973,551.30</u>
Total Capital Assets, not being Depreciated	<u>4,948,738.07</u>	<u>3,243,635.66</u>	<u>(97,695.10)</u>	<u>8,094,678.63</u>
Capital Assets, being Depreciated:				
Building	458,246.41			458,246.41
Improvements, other than Building	7,371,758.96	91,925.10		7,463,684.06
Machinery and Equipment**	<u>1,377,676.41</u>	<u>56,481.52</u>	<u>(21,629.11)</u>	<u>1,412,528.82</u>
Total Capital Assets, being Depreciated	<u>9,207,681.78</u>	<u>148,406.62</u>	<u>(21,629.11)</u>	<u>9,334,459.29</u>
Less Accumulated Depreciation for:				
Buildings	290,990.37	9,350.43		300,340.80
Improvements, other than Buildings	3,511,419.92	339,050.51		3,850,470.43
Machinery and Equipment**	<u>963,487.23</u>	<u>60,718.59</u>	<u>(18,981.82)</u>	<u>1,005,224.00</u>
Total Accumulated Depreciation	<u>4,765,897.52</u>	<u>409,119.53</u>	<u>(18,981.82)</u>	<u>5,156,035.23</u>
Total Governmental Activities Capital Assets, being Depreciated, Net	<u>4,441,784.26</u>	<u>(260,712.91)</u>	<u>(8,417.29)</u>	<u>4,178,424.06</u>
Total Governmental Activities Capital Assets, Net	<u>\$ 9,390,522.33</u>	<u>\$ 2,982,922.75</u>	<u>\$ (106,112.39)</u>	<u>\$ 12,273,102.69</u>

**restated beginning balance

**As of 12/31/18, as previously reported, the beginning Total Governmental Activities Capital Assets, Net was \$9,265,828.40. Therefore, the beginning amounts stated above for 1/1/19 have been adjusted by \$124,693.93 for capital assets not previously reported. See note 13.

Depreciation expenses were charged to functions as follows:

General Government	\$ 126,827.17
Public Safety	32,730.05
Public Works	196,377.25
Culture and Recreation	<u>53,185.06</u>
Total Depreciation Expense, Governmental Activities	<u>\$ 409,119.53</u>

Construction Work in Progress at December 31, 2019 is composed of the following:

<u>Project Name</u>	<u>Project Authorization</u>	<u>Expended through 12/31/19</u>	<u>Committed</u>
<u>Governmental Activities:</u>			
Mickelson Road Project	\$ 4,938,211.23	\$ 4,815,622.31	\$ 122,588.92
VandeMark Avenue	1,596,482.99	1,563,281.32	33,201.67
Sports Complex Grading	<u>594,647.67</u>	<u>594,647.67</u>	
Total Governmental Activities	<u>\$ 7,129,341.89</u>	<u>\$ 6,973,551.30</u>	<u>\$ 155,790.59</u>
<u>Business-Type Activities:</u>			
Sanitary Sewer Extension	\$ 66,970.00	\$ 40,182.00	\$ 26,788.00
Waste Water Treatment Facility	<u>72,373.00</u>	<u>37,387.26</u>	<u>34,985.74</u>
Total Business-Type Activities	<u>\$ 139,343.00</u>	<u>\$ 77,569.26</u>	<u>\$ 61,773.74</u>
Total Governmental and Business-Type Activities	<u>\$ 7,268,684.89</u>	<u>\$ 7,051,120.56</u>	<u>\$ 217,564.33</u>

	<u>Balance 1/1/2019</u>	<u>Increases</u>	<u>Decreases</u>	<u>Balance 12/31/2019</u>
Business-Type Activities:				
Capital Assets, not being Depreciated				
Land	\$ 439,282.00	\$	\$	\$ 439,282.00
Construction in Progress	<u>261,578.66</u>	<u>67,668.66</u>	<u>(251,678.06)</u>	<u>77,569.26</u>
Total Capital Assets, not being Depreciated	<u>700,860.66</u>	<u>67,668.66</u>	<u>(251,678.06)</u>	<u>516,851.26</u>
Capital Assets, being Depreciated:				
Buildings	569,674.87			569,674.87
Improvements Other than Building	8,529,190.89	251,678.06		8,780,868.95
Machinery and Equipment	<u>408,919.20</u>	<u>27,962.00</u>		<u>436,881.20</u>
Total	<u>9,507,784.96</u>	<u>279,640.06</u>		<u>9,787,425.02</u>
Less Accumulated Depreciation for:				
Buildings	305,888.33	11,393.50		317,281.83
Improvements Other than Building	5,963,977.03	376,458.47		6,340,435.50
Machinery and Equipment	<u>162,919.53</u>	<u>31,434.04</u>		<u>194,353.57</u>
Total Accumulated Depreciation	<u>6,432,784.89</u>	<u>419,286.01</u>		<u>6,852,070.90</u>
Total Business-Type Activities Capital Assets, being depreciated, net	<u>3,075,000.07</u>	<u>(139,645.95)</u>		<u>2,935,354.12</u>
Business-Type Activity, Capital Assets, net	<u>\$ 3,775,860.73</u>	<u>\$ (71,977.29)</u>	<u>\$ (251,678.06)</u>	<u>\$ 3,452,205.38</u>

Depreciation expense was charged to functions as follows:

Water	\$ 168,606.89
Sewer	<u>250,679.12</u>
Total Depreciation Expense, Business-Type Activities	<u>\$ 419,286.01</u>

7. Changes in Long-term Debt

A summary of the changes in long-term debt for the year ended December 31, 2019 is as follows:

	1/1/2019 Beginning Balance	Additions	Retired	12/31/2019 Ending Balance	Due within One Year
Primary Government:					
Governmental Activities:					
Bonds Payable - Revenue	\$ 966,785.45	\$ 1,525,000.00	\$ 150,126.91	\$ 2,341,658.54	\$ 214,997.54
State Revolving Funds	163,757.13		47,600.58	116,156.55	50,025.61
Promissory Note	643,335.18		22,694.36	620,640.82	23,507.45
Accrued Compensated Absences- Governmental Funds	<u>58,530.74</u>	<u>36,563.35</u>	<u>26,192.45</u>	<u>68,901.64</u>	<u>68,901.64</u>
Total Governmental Activities	<u>1,832,408.50</u>	<u>1,561,563.35</u>	<u>246,614.30</u>	<u>3,147,357.55</u>	<u>357,432.24</u>
Business-Type Activities:					
State Revolving Funds	2,969,795.66		255,632.29	2,714,163.37	264,670.82
Accrued Compensated Absences- Business-Type Funds	<u>30,359.50</u>	<u>16,974.44</u>	<u>14,459.46</u>	<u>32,874.48</u>	<u>32,874.48</u>
Total Business-Type Activities	<u>3,000,155.16</u>	<u>16,974.44</u>	<u>270,091.75</u>	<u>2,747,037.85</u>	<u>297,545.30</u>
Total Primary Government	<u>\$ 4,832,563.66</u>	<u>\$ 1,578,537.79</u>	<u>\$ 516,706.05</u>	<u>\$ 5,894,395.40</u>	<u>\$ 654,977.54</u>

Debt payable at December 31, 2019 is comprised of the following:

	General Long-Term Debt
<u>Revenue Bonds</u>	
Sales Tax Revenue Bond—Series 2013, 3.25% interest, Final Maturity Date of January 1, 2023. Retired by the General Fund.	\$ 346,091.61
Sales Tax Revenue Bond—Series 2014, 3.15% interest, Final Maturity Date of November 1, 2023. Retired by the General Fund.	470,566.93
Sales Tax Revenue Bond—Series 2019, 2.38% interest, Final Maturity Date of December 1, 2038. Retired by the General Fund.	<u>1,525,000.00</u>
TOTAL REVENUE BONDS	<u>\$ 2,341,658.54</u>
<u>Promissory Note</u>	
Note with ReliaBank Dakota; 3.77% Interest, Final Maturity Date of July 1, 2038: Retired by the General Fund.	<u>\$ 620,640.82</u>

<u>State Revolving Loans</u>	General Long-Term Debt	Enterprise Funds
State Revolving Fund Loan; 5.00% Interest, Final Maturity Date of April 1, 2022: Retired by the General Fund.	\$ 116,156.55	
State Revolving Fund Loan; 3.25% Interest, Final Maturity Date of April 15, 2027: Retired by the Water Fund.		\$ 493,203.95
State Revolving Fund Loan; 3.25% Interest, Final Maturity Date of January 15, 2024: Retired by the Water Fund.		216,687.24
State Revolving Fund Loan; 3.25% Interest, Final Maturity Date of January 15, 2028: Retired by the Sewer Fund.		270,999.80
State Revolving Fund Loan; 3.50% Interest, Final Maturity Date of January 15, 2024: Retired by the Sewer Fund.		145,634.40
State Revolving Fund Loan; 3.25% Interest, Final Maturity Date of October 1, 2022: Retired by the Sewer Fund.		54,622.27
State Revolving Fund Loan; 5.00% Interest, Final Maturity Date of April 1, 2022: Retired by the Sewer Fund.		84,645.76
State Revolving Fund Loan; 5.00% Interest, Final Maturity Date of January 15, 2049: Retired by the Sewer Fund.		1,448,369.95
TOTAL STATE REVOLVING LOANS	\$ 116,156.55	\$ 2,714,163.37

Compensated Absences

Accumulated Liability for Unused Vacation. Payments to be made by the funds that payroll expenditures are charged to.	\$ 68,901.64	\$ 32,874.48
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The annual requirements to amortize all debt outstanding as of December 31, 2019, except for compensated absences, are as follows:

GOVERNMENTAL ACTIVITIES

Year Ended Dec 31,	Revenue Bonds		State Revolving Loan		Promissory Note		Total	
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
2020	\$ 214,998	\$ 69,555	\$ 50,026	\$ 4,880	\$ 23,507	\$ 23,450	\$ 288,531	\$ 97,885
2021	224,976	56,707	52,574	2,331	24,486	22,472	302,036	81,510
2022	235,163	50,642	13,557	170	25,435	21,523	274,155	72,335
2023	239,843	44,297			26,422	20,536	266,265	64,833
2024	152,047	37,827			27,390	19,568	179,437	57,395
2025-2029	454,632	142,732			153,986	80,804	608,618	223,536
2030-2034	430,000	82,544			186,261	48,529	616,261	131,073
2035-2039	390,000	24,506			153,154	11,198	543,154	35,704
Total	<u>\$ 2,341,659</u>	<u>\$ 508,810</u>	<u>\$ 116,157</u>	<u>\$ 7,381</u>	<u>\$ 620,641</u>	<u>\$ 248,080</u>	<u>\$ 3,078,457</u>	<u>\$ 764,271</u>

BUSINESS-TYPE ACTIVITIES

Year Ended Dec 31,	State Revolving Loan	
	Principal	Interest
2020	\$ 264,671	\$ 76,431
2021	274,041	67,060
2022	248,142	57,722
2023	230,133	50,038
2024	138,913	43,794
2025-2029	496,589	161,571
2030-2034	232,634	119,198
2035-2039	263,507	88,325
2040-2044	298,476	53,356
2045-2049	267,058	14,408
Total	<u>\$ 2,714,164</u>	<u>\$ 731,903</u>

Utilities Revenues Pledged:

The City has pledged future water, electric, telephone and cable customer revenues, net of specified operating expenses:

The City has pledged future water customers' revenues, net of specified operating expenses, to repay \$1,924,513 in water system loans issued in 2003 and 2005. Proceeds from the loans provided financing for the construction of water system infrastructure.

The loans are payable solely from water customer net revenues and are payable through 2027. Annual principal and interest payment on the bonds are expected to require less than 90% of net revenues. The total principal and interest remaining to be paid on the bonds is \$788,735. Principal and interest paid for the current year and total customer net revenues were \$134,920 and \$646,268 respectively.

The City had also pledged future sewer customers' revenues, net of specified operating expenses, to repay \$3,359,664 in sewer system loans issued in 2001, 2002, 2003, 2007, and 2017. Proceeds from the loans provided financing for the construction of sewer system improvements.

The loans are payable solely from sewer customer net revenues and are payable through 2049. Annual principal and interest payments on the bonds are expected to require less than 90% of net revenues. The total principal and interest remaining to be paid on the bonds is \$2,657,332. Principal and interest paid for the current year and total customer net revenues were \$206,181 and \$557,331 respectively.

8. Restricted Net Position

Restricted net position for the year ended December 31, 2019 was as follows:

Purpose	
Debt Service Funds	\$ 4,249.08
Capital Improvement	152,929.45
SDRS Pension Purposes	51,979.24
Community Development	67,388.62
SDPAA Contribution	29,264.00
Total Restricted Net Position	\$ 305,810.39

These balances are restricted due to federal grant and statutory requirements.

9. Interfund Transfers

Interfund transfers for the year ended December 31, 2019 were as follows:

Transfer From:	Transfer To:		
	Capital Project Fund		
	Vandemark St Fund	Mickelson Road Fund	Total
General Fund	\$ 64,852.00	\$ 653,000.00	\$ 717,852.00
Water Fund		232,000.00	232,000.00
Sewer Fund		240,000.00	240,000.00
Totals	\$ 64,852.00	\$ 1,125,000.00	\$ 1,189,852.00

The City transferred monies to the capital project funds to utilize the debt proceeds received by the enterprise funds for these projects.

10. Risk Management

The city is exposed to various risks of loss related to tort; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. During the period ended December 31, 2019, the city managed its risks as follows:

Employee Health Insurance:

The city purchases health insurance for its employees from a commercial insurance carrier. Settled results from these risks have not exceeded the liability coverage during the past three years.

Liability Insurance:

The City joined the South Dakota Public Assurance Alliance, a public entity risk pool currently operating as a common risk management and insurance program for South Dakota local government entities. The objective of the SDPAA is to administer and provide risk management services and risk sharing facilities to the members and to defend and protect the members against liability, to advise members on loss control guidelines and procedures, and provide them with risk management services, loss control and risk reduction information and to obtain lower costs for that coverage. The Municipality's responsibility is to promptly report to and cooperate with the SDPAA to resolve any incident which could result in a claim being made by or against the City. The City pays an annual premium, to provide liability coverage detailed below, under a claims-made policy and the premiums are accrued based on the ultimate cost of the experience to date of the SDPAA member, based on their exposure or type of coverage. The City

pays an annual premium to the pool to provide coverage for torts, thefts, errors and omissions, automobile and general liability.

The agreement with the South Dakota Public Assurance Alliance provides that the above coverage will be provided up to a \$2,000,000 limit. Member premiums are used by the pool for payment of claims and to pay for reinsurance for claims in excess of \$350,000 for property coverage and \$500,000 for liability coverage to the upper limit. A portion of the member premiums are also allocated to a cumulative reserve fund. The City would be eligible to receive a refund for a percentage of the amount allocated to the cumulative reserve fund on the following basis:

End of City's First Full Year	50%
End of City's Second Full Year	60%
End of City's Third Full Year	70%
End of City's Fourth Full Year	80%
End of City's Fifth Full Year	90%
End of City's Sixth Full Year and Thereafter	100%

As of December 31, 2019, the City has a vested balance in the cumulative reserve fund of \$29,264.

Worker's Compensation:

The city joined the South Dakota City League Worker's Compensation Fund, a public entity risk pool currently operating as a common risk management and insurance program for South Dakota local government entities. The objective of the Fund is to formulate, develop, and administer, on the behalf of the member organizations, a program of worker's compensation coverage, to obtain lower costs for that coverage, and develop a comprehensive loss control program. The City's responsibility is to initiate and maintain a safety program to give its employees safe and sanitary working conditions and to promptly report to and cooperate with the Fund to resolve any worker's compensation claims. The City pays an annual premium, to provide worker's compensation coverage for its employees, under a self-funded program and the premiums are accrued based on the ultimate cost of the experience to date of the Fund members. Coverage limits are set by state statute. The pool pays the first \$650,000 of any claim per individual. The pool has reinsurance, which covers up to an additional \$2,000,000 per individual per incident.

The City does not carry additional insurance to cover claims in excess of the upper limit. Settled claims resulting from these risks have never exceeded the liability coverage.

Unemployment Benefits

The city provides coverage for unemployment benefits by paying into the Unemployment Compensation Fund established by state law and managed by the State of South Dakota.

11. Significant Contingencies-Litigation

At December 31, 2019, the City was not involved in any litigation.

12. Pension Plan

Plan Information:

All employees, working more than 20 hours per week during the year, participate in the South Dakota Retirement System (SDRS), a cost sharing, multiple employer defined benefit pension plan administered by SDRS to provide retirement benefits for employees of the State of South Dakota and its political subdivisions. The SDRS provides retirement, disability, and survivor benefits. The right to receive retirement benefits vests after three years of credited service. Authority for establishing, administering and amending plan provisions are found in SDCL 3-12. The SDRS issues a publicly available financial report that includes financial statements and required supplementary information. That report may be obtained at <http://www.sdrs.sd.gov/publications/> or by writing to the SDRS, P.O. Box 1098, Pierre, SD 57501-1098 or by calling (605) 773-3731.

Benefits Provided:

SDRS has three different classes of employees, Class A general members, Class B public safety and judicial members, and Class C Cement Plant Retirement Fund members.

Members that were hired before July 1, 2017, are Foundation members. Class A Foundation members and Class B Foundation members who retire after age 65 with three years of contributory service are entitled to an unreduced annual retirement benefit. An unreduced annual retirement benefit is also available after age 55 for Class A Foundation members where the sum of age and credited service is equal to or greater than 85 or after age 55 for Class B Foundation judicial members where the sum of age and credited service is equal to or greater than 80. Class B Foundation public safety members can retire with an unreduced annual retirement benefit after age 55 with three years of contributory service. An unreduced annual retirement benefit is also available after age 45 for Class B Foundation public safety members where the sum of age and credited service is equal to or greater than 75. All Foundation retirement benefits that do not meet the above criteria may be payable at a reduced level.

Members that were hired on/after July 1, 2017, are Generational members. Class A Generational members and Class B Generational judicial members who retire after age 67 with three years of contributory service are entitled to an unreduced annual retirement benefit. Class B Generational public safety members can retire with an unreduced annual retirement benefit after age 57 with three years of contributory service. At retirement, married Generational members may elect a single-life benefit, a 60 percent joint and survivor benefit, or a 100 percent joint and survivor benefit. All Generational retirement benefits that do not meet the above criteria may be payable at a reduced level. Generational members will also have a variable retirement account (VRA) established, in which they will receive up to 1.5 percent of compensation funded by part of the employer contribution. VRAs will receive investment earnings based on investment returns.

Legislation enacted in 2017 established the current COLA process. At each valuation date:

- Baseline actuarial accrued liabilities will be calculated assuming the COLA is equal to the long-term inflation assumption of 2.25%.
- If the fair value of assets is greater or equal to the baseline actuarial accrued liabilities, the COLA will be:
 - The increase in the 3rd quarter CPI-W, no less than 0.5% and no greater than 3.5%.
- If the fair value of assets is less than the baseline actuarial accrued liabilities, the COLA will be:
 - The increase in the 3rd quarter CPI-W, no less than 0.5% and no greater than a restricted maximum such that, that if the restricted maximum is assumed for future COLAs, the fair value of assets will be greater or equal to the accrued liabilities.

All benefits except those depending on the Member's Accumulated Contributions are annually increased by the Cost-of-Living Adjustment.

Contributions:

Per SDCL 3-12, contribution requirements of the active employees and the participating employers are established and may be amended by the SDRS Board. Covered employees are required by state statute to contribute the following percentages of their salary to the plan; Class A Members, 6.0% of salary; Class B Judicial Members, 9.0% of salary; and Class B Judicial Members, 9.0% of salary; and Class B Public Safety Members 8.0% of salary. The City's share of contributions to the SDRS for the fiscal years ended December 31, 2019, 2018, and 2017 were \$31,285.92, \$26,542.03, and \$25,891.77, respectively, equal to the required contributions each year.

Pension Liabilities (Assets), Pension Expense (Revenue), and Deferred Outflows of Resources and Deferred Inflows of Resources to Pensions:

At June 30, 2019, SDRS is 100.09% funded and accordingly has a net pension asset. The proportionate share of the components of the net pension asset of South Dakota Retirement System, for the City as of this measurement period and reported by the City as of December 31, 2019 are as follows:

Proportionate share of pension benefits	\$ 2,807,061.24
Less proportionate share of net pension retracted for pension benefit	<u>2,809,448.23</u>
Proportionate share of net pension asset	<u>\$ (2,386.99)</u>

At December 31, 2019, the City reported an asset of \$(2,386.99) for its proportionate share of the net pension asset. The net pension asset was measured as of June 30, 2019 and the total pension asset used to calculate the net pension asset was based on a projection of the City's share of contributions to the pension plan relative to the contributions of all participating entities. At June 30, 2019, the City's proportion was .02252460%, which is an increase of .0016426% from its proportion measured as of June 30, 2018.

For the year ended December 31, 2019, the City recognized a pension expense of \$63,364.33. At December 31, 2019 the City reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Difference between expected and actual experience	\$ 9,363.23	\$ 1,080.39
Changes in assumption	82,440.43	33,796.59
Net difference between projected and actual earnings on pension plan investments		13,751.02
Changes in proportion and difference between City contributions and proportionate share of contributions	573.24	10,346.35
City contributions subsequent to the measurement date	<u>16,189.70</u>	
TOTAL	<u>\$ 108,566.60</u>	<u>\$ 58,974.35</u>

\$16,189.70 reported as deferred outflow of resources related to pensions resulting from City contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability (asset) in the year ending December 31, 2020. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense (revenue) as follows:

Year Ended December 31:

2020	\$ 48,559.30
2021	(11,351.73)
2022	(7,559.56)
2023	<u>3,754.54</u>
TOTAL	<u>\$ 33,402.55</u>

Actuarial Assumptions:

The total pension liability (asset) in the June 30, 2019 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	2.25 percent
Salary Increases	Graded by years of service, from 6.50% at entry to 3.00% after 25 years of service
Discount Rate	6.50% net of plan investment expense
Future COLAs	1.88%

Mortality rates based on 97% of the RP-2014 Mortality Table, adjusted to 2006 projected generationally with Scale MP-2016, white collar rates for females and total dataset rates for males. Mortality rates for disabled members were based on the RP-2014 Disabled Retiree Mortality Table, adjusted to 2006 and projected generationally with Scale MP-2016.

The actuarial assumptions used in the June 30, 2019 valuation were based on the results of an actuarial experience study for the period of July 1, 2011 to June 30, 2016.

Investment portfolio management is the statutory responsibility of the South Dakota Investment Council (SDIC), which may utilize the services of external money managers for management of a portion of the portfolio. SDIC is governed by the Prudent Man Rule (i.e., the council should use the same degree of care as a prudent man). Current SDIC investment policies dictate limits on the percentage of assets invested in various types of vehicles (equities, fixed income securities, real estate, cash, private equity, etc.). The long-term expected rate of return on pension plan investments was determined using a method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighing the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Best estimates of real rates of return for each major asset class included in the pension plan's target asset allocation as of June 30, 2018 (see the discussion of the pension plan's investment policy) are summarized in the following table using geometric means:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-Term Expected Real Rate of Return</u>
Global Equity	58.0%	4.7%
Fixed Income	30.0%	1.7%
Real Estate	10.0%	4.3%
Cash	<u>2.0%</u>	0.9%
Total	<u>100.0%</u>	

Discount Rate:

The discount rate used to measure the total pension liability (asset) was 6.5 percent. The projection of cash flows used to determine the discount rate assumed that plan member contributions will be made at the current contribution rate and that matching employer contributions from will be made at rates equal to the member rate. Based on these assumptions, the pension plan's fiduciary net position was projected to be available to make all future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability (asset).

Sensitivity of liability (asset) to changes in the discount rate:

The following presents the City's proportionate share of net pension liability (asset) calculated using the discount rate of 6.50 percent, as well as what the City's proportionate share of the net pension liability

(asset) would be if it were calculated using a discount rate that is 1-percentage point lower (5.50%) or 1-percentage point higher (7.50%) than the current rate:

	<u>1%</u> <u>Decrease</u>	Current Discount <u>Rate</u>	<u>1%</u> <u>Increase</u>
City's proportionate share of the net pension liability (asset)	\$ 396,193.76	\$ (2,386.99)	\$ (327,158.28)

Pension Plan Fiduciary Net Position:

Detailed information about the plan's fiduciary net position is available in the separately issued SDRS financial report.

13. Prior Period Adjustment

Capital assets purchased in previous periods were not recorded. As a result, beginning net position of \$9,587,265.86 in the government-wide statements has been restated to reflect the related values of \$124,693.93. The new beginning net position total is being reflected as \$9,711,959.79.

14. Individual Fund Interfund Receivable and Payable Balances

Interfund receivable and payable balances at December 31, 2019 were:

<u>Fund</u>	<u>Interfund</u> <u>Receivables</u>	<u>Interfund</u> <u>Payables</u>
General Fund	\$ 49,018.96	\$
Mickelson Road Project Fund	<u> </u>	<u>49,018.96</u>
Total	<u>\$ 49,018.96</u>	<u>\$ 49,018.96</u>

The General Fund loaned monies to the Mickelson Road Project Fund to cover temporary cash shortages. The City Council plans to transfer funds to cover these shortages before December 31, 2020.

**REQUIRED SUPPLEMENTARY INFORMATION
CITY OF HARTFORD
BUDGETARY BASIS COMPARISON SCHEDULE
GENERAL FUND
FOR THE YEAR ENDED DECEMBER 31, 2019**

	<u>Budgeted Amounts</u>		<u>Actual Amounts (Budgetary Basis)</u>	<u>Variance Positive (Negative)</u>
	<u>Original</u>	<u>Final</u>		
<u>Revenues:</u>				
Taxes:				
General Property Taxes	1,258,553.00	\$ 1,258,553.00	\$ 1,241,923.80	\$ (16,629.20)
General Sales and Use Taxes	870,000.00	870,000.00	958,529.98	88,529.98
Gross Receipts Business Taxes	23,000.00	23,000.00	22,565.99	(434.01)
Excise Taxes	1,050.00	1,050.00	27,451.50	26,401.50
Licenses and Permits	87,500.00	87,500.00	80,205.02	(7,294.98)
Intergovernmental Revenue:				
Federal & State Grants	3,500.00	3,500.00	3,200.00	(300.00)
State Grants				
State Shared Revenue:				
Bank Franchise Tax	33,700.00	33,700.00	34,484.60	784.60
Liquor Tax Reversion	16,000.00	16,000.00	16,514.33	514.33
Motor Vehicle Licenses (5%)	19,000.00	19,000.00	22,912.06	3,912.06
County Shared Revenue:				
County Highway and Bridge Tax	20,000.00	20,000.00	24,302.63	4,302.63
County Wheel Tax	3,600.00	3,600.00	3,850.60	250.60
Other Intergovernmental Revenue	31,236.24	31,236.24	30,561.88	(674.36)
Charge for Services:				
Culture and Recreation	30,500.00	30,500.00	30,080.66	(419.34)
Other	37,800.00	37,800.00		(37,800.00)
Fines and Forfeits:				
Court Fines and Costs	4,000.00	4,000.00	8,431.17	4,431.17
Miscellaneous Revenue:				
Investment Earnings	1,002.75	1,002.75	3,204.68	2,201.93
Rentals				
Special Assessments				
Contribution and Donations	2,000.00	2,000.00	2,207.89	207.89
Other	4,970.32	4,970.32	16,256.45	11,286.13
Total Revenue	<u>2,447,412.31</u>	<u>2,447,412.31</u>	<u>2,526,683.24</u>	<u>79,270.93</u>
<u>Expenditures:</u>				
General Government:				
Legislative	28,420.00	28,420.00	24,894.08	3,525.92
Executive	5,570.00	5,570.00	5,176.48	393.52
Elections	935.00	935.00	29.40	905.60
Financial Administration	369,515.00	413,255.00	405,510.68	7,744.32
Other	57,900.00	58,900.00	58,673.70	226.30
Total General Government	<u>462,340.00</u>	<u>507,080.00</u>	<u>494,284.34</u>	<u>12,795.66</u>

**REQUIRED SUPPLEMENTARY INFORMATION
CITY OF HARTFORD
BUDGETARY BASIS COMPARISON SCHEDULE
GENERAL FUND
FOR THE YEAR ENDED DECEMBER 31, 2019**

	<u>Budgeted Amounts</u>		<u>Actual Amounts (Budgetary Basis)</u>	<u>Variance Positive (Negative)</u>
	<u>Original</u>	<u>Final</u>		
Public Safety:				
Police	254,978.56	256,871.56	248,626.54	8,245.02
Fire	135,000.00	175,000.00	175,000.00	
Total Public Safety	<u>389,978.56</u>	<u>431,871.56</u>	<u>423,626.54</u>	<u>8,245.02</u>
Public Works:				
Highways, Streets and Dikes	470,470.00	506,676.00	448,204.25	58,471.75
Transit	50,300.00	50,300.00	7,759.20	42,540.80
Total Public Works	<u>520,770.00</u>	<u>556,976.00</u>	<u>455,963.45</u>	<u>101,012.55</u>
Health and Welfare:				
Professional Services	3,000.00	3,000.00	1,943.95	1,056.05
Supplies	300.00	300.00	454.88	(154.88)
Total Health and Welfare	<u>3,300.00</u>	<u>3,300.00</u>	<u>2,398.83</u>	<u>901.17</u>
Culture and Recreation:				
Recreation	190,145.00	190,289.71	181,868.89	8,420.82
Parks	217,810.00	289,054.00	279,557.19	9,496.81
Libraries	3,600.00	7,100.00	7,100.00	
Total Culture and Recreation	<u>411,555.00</u>	<u>486,443.71</u>	<u>468,526.08</u>	<u>17,917.63</u>
Conservation and Development:				
Economic Development and Assist	254,240.00	254,240.00	174,557.86	79,682.14
Total Conservation and Development	<u>254,240.00</u>	<u>254,240.00</u>	<u>174,557.86</u>	<u>79,682.14</u>
Debt Service	<u>283,061.96</u>	<u>283,061.96</u>	<u>283,061.96</u>	
Contingency	<u>50,000.00</u>	<u>5,267.00</u>		<u>5,267.00</u>
Total Expenditures	<u>2,375,245.52</u>	<u>2,528,240.23</u>	<u>2,302,419.06</u>	<u>225,821.17</u>
Excess of Revenue Over (Under)				
Expenditures	<u>72,166.79</u>	<u>(80,827.92)</u>	<u>224,264.18</u>	<u>305,092.10</u>
Other Financing Sources (Uses):				
Sale of Municipal Property			970.32	970.32
Transfers (Out)			(717,852.00)	(717,852.00)
Total Other Financing Sources (Uses)			<u>(716,881.68)</u>	<u>(716,881.68)</u>
Net Change in Fund Balances	72,166.79	(80,827.92)	(492,617.50)	(411,789.58)
Fund Balance - Beginning	<u>2,274,467.74</u>	<u>2,274,467.74</u>	<u>2,274,467.74</u>	
FUND BALANCE - ENDING	<u>\$ 2,346,634.53</u>	<u>\$ 2,193,639.82</u>	<u>\$ 1,781,850.24</u>	<u>\$ (411,789.58)</u>

CITY OF HARTFORD
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION
Schedules of Budgetary Comparisons for the General Fund

Note 1: Budgets and Budgetary Accounting:

The City follows these procedures in establishing the budgetary data reflected in the financial statements:

1. At the first regular board meeting in September of each year or within ten days thereafter, the Governing Board/City Commission introduces the annual appropriation ordinance for the ensuing fiscal year.
2. After adoption by the Governing Board/City Commission, the operating budget is legally binding and actual expenditures for each purpose cannot exceed the amounts budgeted, except as indicated in number 4.
3. A line item for contingencies may be included in the annual budget. Such a line item may not exceed 5 percent of the total municipal budget and may be transferred by the resolution of the Governing Board/City Commission to any other budget category that is deemed insufficient during the year.
4. If it is determined during the year that sufficient amounts have not been budgeted, state statute allows the adoption of supplemental budgets.
5. Unexpended appropriations lapse at year-end unless encumbered by the resolution of the Governing Board/City Commission.

Encumbrances accounting, under which purchase orders, contracts, and other commitments for the expenditure of monies are recorded in order to reserve that portion of the applicable appropriation, is employed as an extension of formal budgetary integration in the General Fund, special revenue fund, and capital projects funds.

6. Formal budgetary integration is employed as a management control device during the year for the General Fund, special revenue funds and capital project funds.
7. Budgets for the General Fund are adopted on a basis consistent with accounting principles generally accepted in the United States of America (USGAAP).

Note 2: GAAP/ Budgetary Accounting Basis Differences

The financial statements prepared in conformity with USGAAP present capital outlay expenditure information in a separate category of expenditures. Under the budgetary basis of accounting, capital outlay expenditures are reported within the function to which they relate. For example, the purchase of a new fire truck would be reported as a capital outlay expenditure on the Governmental Funds Statement of Revenues, Expenditures and Changes in Fund Balances, however in the Budgetary RSI Schedule, the purchase of a fire truck would be reported as an expenditure of the Public Safety/Fire Department function of government, along with all other current Fire Department related expenditures.

Schedule of Required Supplementary Information

CITY OF HARTFORD

SCHEDULE OF THE CITY'S PROPORTIONATE SHARE OF THE NET PENSION LIABILITY (ASSET)
 South Dakota Retirement System

	2014	2015	2016	2017	2018	2019
City's proportion of the net pension liability (asset)	0.020014%	0.0197192%	0.0183443%	0.0205098%	0.0208820%	0.0225246%
City's proportionate share of net pension liability (asset)	\$ (144,193)	\$ (83,635)	\$ 61,965	\$ (1,861)	\$ (487)	\$ (2,387)
City's covered-employee payroll	\$ 351,600	\$ 359,682	\$ 372,316	\$ 431,529	\$ 442,366	\$ 521,432
City's proportionate share of the net pension liability (asset) as a percentage of its covered-employee payroll	-41.01%	-23.25%	16.64%	-0.43%	-0.11%	-0.46%
Plan fiduciary net position as a percentage of the total pension liability (asset)	107.3%	104.1%	96.9%	100.1%	100.0%	100.09%

* The amounts presented for each fiscal year were determined as of the measurement date of the collective net pension liability (asset) which is 6/30 of the previous fiscal year.

Schedule of Required Supplementary Information

CITY OF HARTFORD

SCHEDULE OF THE CITY'S CONTRIBUTIONS

South Dakota Retirement System

	2015	2016	2017	2018	2019
Contractually required contribution	\$ <u>21,581</u>	\$ <u>22,339</u>	\$ <u>25,892</u>	\$ <u>26,542</u>	\$ <u>31,286</u>
Contributions in relation to the contractually required contribution	\$ <u>21,581</u>	\$ <u>22,339</u>	\$ <u>25,892</u>	\$ <u>26,542</u>	\$ <u>31,286</u>
City's covered-employee payroll	\$ 359,682	\$ 372,316	\$ 431,529	\$ 442,366	\$ 521,432
Contributions as a percentage of covered-employee payroll	6.00%	6.00%	6.00%	6.00%	6.00%

CITY OF HARTFORD
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION
Schedule of Proportionate Share of the Net Pension Liability (Asset) and Schedule
Of Pension Contributions.

Changes of benefit terms:

No significant changes.

Changes of assumptions:

Legislation enacted in 2017 modified the SDRS COLA. For COLAs first applicable in 2018, the SDRS COLA will equal the percentage increase in the most recent third calendar quarter CPI-W over the prior year, no less than 0.5% and no greater than 3.5%. However, if the FVFR assuming the long-term COLA is equal to the baseline COLA assumption (currently 2.25%) is less than 100%, the maximum COLA payable will be limited to the increase that if assumed on a long-term basis, results in a FVFR equal to or exceeding 100%. That existed as of June 30, 2018 and exists again this year as of June 30, 2019. Future COLAs are assumed to equal the current restricted maximum COLA which was 2.03% as of June 30, 2018 and is 1.88% as of June 30, 2019.

The changes in actuarial assumptions decreased the Actuarial Accrued Liability by 1.5% of the Actuarial Accrued Liability based on the 2.03% COLA, reflecting the current and assumed future restricted maximum COLA of 1.88%.

Actuarial assumptions are reviewed in depth periodically, with the next experience analysis anticipated before the June 30, 2022 Actuarial Valuation and any recommended changes anticipated to be first implemented in the June 30, 2022 Actuarial Valuation.

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

	<u>Special Revenue</u>		<u>Debt Service</u>		<u>Capital Projects</u>		<u>Total</u>
	<u>3rd Penny Sales Tax Fund</u>	<u>2007 Special Assessments Debt Service</u>	<u>Sports Complex Fund</u>	<u>Nonmajor Governmental Funds</u>			
<u>ASSETS:</u>							
Cash and Cash Equivalents	\$ 61,472.02	\$ 4,249.08	\$ 126,768.85	\$ 188,240.87			
Special Assessments Receivable - Delinquent Due From Government	5,916.60			4,249.08	4,249.08		
TOTAL ASSETS	\$ 67,388.62	\$ 4,249.08	\$ 126,768.85	\$ 198,406.55			
<u>LIABILITIES AND FUND BALANCES:</u>							
Liabilities:							
No Liabilities	\$	\$	\$	\$			
<u>DEFERRED INFLOWS OF RESOURCES</u>							
Unavailable Revenue - Special Assessments		4,249.08		4,249.08			
Fund Balances:							
Restricted	67,388.62		126,768.85	194,157.47			
Total Fund Balances	67,388.62		126,768.85	194,157.47			
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES	\$ 67,388.62	\$ 4,249.08	\$ 126,768.85	\$ 198,406.55			

CITY OF HARTFORD
COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
NONMAJOR GOVERNMENTAL FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2019

	<u>Capital Projects</u>			<u>Total</u>
	<u>3rd Penny Sales Tax Fund</u>	<u>Sports Complex Fund</u>	<u>Nonmajor Governmental Funds</u>	<u>Funds</u>
<u>Revenues:</u>				
<u>Taxes:</u>				
General Sales and Use Taxes	\$ 68,795.58	\$ 51,120.00		\$ 119,915.58
Miscellaneous Revenue:				
Investment Earnings	60.26	215.42		275.68
Total Revenue	<u>68,855.84</u>	<u>51,335.42</u>		<u>120,191.26</u>
<u>Expenditures:</u>				
Conservation and Development:				
Economic Development and Assistance	97,490.00			97,490.00
Capital Outlay		22,794.52		22,794.52
Total Expenditures	<u>97,490.00</u>	<u>22,794.52</u>		<u>120,284.52</u>
Net Change in Fund Balances	(28,634.16)	28,540.90		(93.26)
Fund Balance - Beginning	<u>96,022.78</u>	<u>98,227.95</u>		<u>194,250.73</u>
Fund Balance - Ending	<u>\$ 67,388.62</u>	<u>\$ 126,768.85</u>		<u>\$ 194,157.47</u>

QUAM, BERGLIN & POST, P.C.

CERTIFIED PUBLIC ACCOUNTANTS
110 WEST MAIN – P.O. BOX 426
ELK POINT, SOUTH DAKOTA 57025

(605) 356-3374

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

City Council
The City of Hartford
Minnehaha County, South Dakota

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Hartford, South Dakota, as of December 31, 2019, and for the year then ended, and the related notes to the financial statements, which collectively comprise the City of Hartford's basic financial statements and have issued our report thereon dated September 16, 2020.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City of Hartford's internal control over. Accordingly, we do not express an opinion on the effectiveness of the City of Hartford's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses and significant deficiencies may exist that were not identified. However, as described in the accompanying Schedule of Current Audit Findings, we identified a certain deficiency in internal control over financial reporting that we consider to be a material weakness.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the City's financial statements will not be prevented, or detected and corrected on a timely basis. We consider the deficiency described in the accompanying Schedule of Current Audit Findings as item 2019-001 to be a material weakness.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, and contracts, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

City of Hartford, South Dakota's Response to Finding

The City of Hartford's response to the finding identified in our audit is on page 44. The City's response was not subjected to the auditing procedures applied in the audit of the financial statements and accordingly, we express no opinion on it.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control or on compliance. The report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose. As required by South Dakota Codified Law 4-11-11 this report is a matter of public record and its distribution is not limited.



Quam, Berglin & Post, P.C.
Certified Public Accountants

Elk Point, South Dakota

September 16, 2020

**CITY OF HARTFORD
SCHEDULE OF PRIOR AND CURRENT AUDIT FINDINGS
DECEMBER 31, 2019**

STATUS OF PRIOR AUDIT FINDINGS:

The prior audit recommendation 2018-001 has not been corrected and is restated as Current Audit Finding Number 2019-001.

CURRENT AUDIT FINDINGS:

Internal Control-Related Findings – Material Weakness:

AUDIT FINDING NUMBER 2019-001:

There is a material weakness resulting from lack of segregation of duties for revenues and expenditures.

Criteria:

In order to achieve proper internal control, it is necessary to have segregation of duties provided between performance, review and record keeping of the tasks related to revenues. Lack of this segregation of duties could adversely affect the organization's ability to record, process, summarize and report financial data consistent with management assertions.

Condition, Cause and Effect:

A material weakness in internal control was reported due to lack of proper segregation of duties for revenues and expenditures resulting in decreased reliability of reported financial data and increased potential for the loss of public assets.

Recommendations:

We recommend that the City of Hartford officials be cognizant of this lack of segregation of duties for revenues and expenditures and attempt to provide compensating controls, whenever and wherever possible and practical.

Corrective Action Plan:

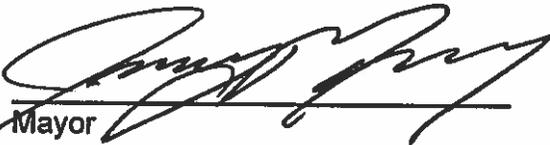
The City of Hartford's officials are aware of this problem, which is a result of the size of the entity which precludes staffing at a level sufficient to provide an ideal environment for internal controls. They have included a response to the finding on page 44.

**CITY OF HARTFORD
125 N. MAIN AVE.
HARTFORD, SD 57033**

**Corrective Action Plan
For the year ended December 31, 2019**

The City of Hartford has considered the lack of segregation of duties for the revenue and expenditure functions.

At this time it is not cost efficient for the City of Hartford to hire additional staff needed to achieve segregation of duties. The City of Hartford has implemented alternate procedures, to decrease the likelihood that financial data is adversely affected.



Mayor



Finance Officer/City Administrator

Explanation of Agenda ItemsApplications, Agreements, Hearings, Resolutions & Ordinances:

- **Special Event Application:** The Hartford Downtown Committee has applied for a special event application to allow a “Witches & Warlock Wine Walk” on October 17th from 6pm to 10pm throughout downtown. This event will allow people to purchase a wristband and then when they visit a participating business downtown, they are served a glass of wine – there will be no selling of the wine, and they can get a bowl of chili and do some games. This application is just asking to approve the event, allow public use of alcohol in the closed off area and to close Main Avenue between Menth and 2nd and close 1st Street between Main and alley to the east.
Note: There were some issues during Jamboree Days with the blocking of the streets. The adjoining property owners stated that they where not notified of when the street closures would be. I think we need to make sure that when special event permits are issued and a street closure is happening, we need to have the event organizers contacting any adjacent property owners that may be affected so they are aware of what is going on and there is no hard feelings from lack of communication.
- **7:05 Hearing for Assessments Rolls:** The city passed assessment rolls last fall for the Mickelson Road Project (sidewalks) and the Vandemark Avenue Project. With the change in our assessment policy, the city gave until October 1st for payment of these assessments before they are filed with the county. All sidewalk assessments for the Mickelson Road Project have been paid in full and the majority of the Vandemark assessments have been paid as well. We just have two property owners still owing an assessment on Vandemark so the enclosed Resolution and Roll will need to be approved and send to the county for future collection with their taxes.
- **2nd Reading of Ordinance #694 (no change):** Ordinance 694 would amend our zoning regulations to allow Places of Worship (churches) as permitted uses in all zoning districts. The P&Z Board discussed this and recommends approval. It would remove the wording of “churches” in residential and manufactured housing residential sections and add “Place of Worship” in all zoning districts as permitted used. Place of worship would include any premise used for the assembly of people for a religious belief, not just those buildings specifically designed for it. (our current ordinance only allows Churches in residential zoned areas)
- **2nd Reading of Ordinance #696 (no change):** At our last council meeting, the city just annexed Lot 3 of Swenson Addition and placed the zoning classification on it of light industrial. This would be 2nd reading of the ordinance to zone this lot as light industrial. Lot 2 (to the west) and Lot 4 (to the south) are already zoned light industrial.
- **2nd Reading of Ordinance #697 (no change):** The City of Hartford owns lots 2-8 of Block 4 of Hartford City Proper. These lots are along Main Avenue directly north of the Hartford Elevator. The 2 north lots (Lot 7 & 8) are zoned community commercial and the remaining lots are zoned central business. The city and HADF would like to see all these lots zoned the same. Since they are within the downtown area, it makes sense to rezone the north 2 lots to central business. A copy of the city’s current zoning map is in your packet for reference.
- **1st Reading of Ordinance #700:** This ordinance would amend the city’s rural service district property. It would designate the land recently annexed for the new WWTF as a rural service district so these properties can still be eligible for taxing at the county rate verse the city rate.

Visitors:

- **Scott Parks:** Mr. Parks is building a new home in Knapp’s Landing at NW corner of Vandemark and Par Tee. He would like to place a carriage walk (a sidewalk from the boulevard sidewalk to the street curb) in the city’s boulevard area. Currently he has a sidewalk going from his front door to the boulevard sidewalk,

but he would also like to extend that sidewalk from the boulevard sidewalk to the street curb. Our regulation does not address carriage walks – there are no regulations that allow or don't allow this. Basically, it comes down to placing property within the city's boulevard area, so I asked him to seek permission from the council. I talked with Mitch, our public works crew and did some research on-line and the only negative items or items we should discuss are:

1. May cause the boulevard or street curb to buckle during the freeze/thaw cycle – This can probably be addressed by placing expanders between the sidewalk and curb.
 2. Adds more concrete to the boulevard – This is a large lot and I don't believe we would have any issues with snow removal or snow storage.
 3. Who would maintain – I think we treat this just like any other boulevard sidewalk and it is the adjoining property owner's responsibility to remove snow and repair.
 4. DOT is discouraging carriage walks because they lead to the middle of a street and do not provide a safe crossing for pedestrians. DOT would rather direct pedestrians to the corners for crossing.
- **Mark Monahan:** Mark would like to approach the council (as a property owner) about a proposal to purchase some city property.

Reports – Action Items:

- **City Engineer:**
 - **Pay Application #3 on the 9th Street Project:** The pay application of \$221,007.17 to Zacharias Construction is for work completed as of August 23rd (with 10% retainage being held back). The work is substantially completed. The contractor has been notified that the city rejected a portion of the top lift due to installation during a rain event so payment on this portion is being withheld until corrected.
 - **Pay Application #2 on the Ruud and Opal Lane Intersection Project:** The pay application of \$131,564.52 to Zacharias Construction is for work completed as of August 17th (with 5% retainage being held back). The work is substantially completed with just a couple of punch list items to do.
- **Craig's Report:** Craig is on vacation but submitted his report for your review. He has also included printouts from our traffic counters along Opal Lane. Since we have had several complaints with speeding in that neighborhood, we wanted to look at the actual numbers. There is a report for each direction of traffic. Although the top speed going each way is high, the average speed all vehicles is right at 20mph. The city cannot control speeders, this is a personal choice and law enforcement issue. I have talked with a resident from that neighborhood and showed him the data. He is asking if the city would think about adding a speed limit sign on Opal when you turn off of Cressman and if a sign for "no thru traffic" would be appropriate – council can think about this and we can discuss further when Craig returns. (He also said people were parking too close to the intersection and had pictures – we will address this either through the deputy or painting the curb).
- **Finance Officer:**
 - **2019 Audit:** Enclosed in the packet is the city's 2019 Audit for your review. Overall fund reserves did drop slightly with additional expenses approved by the council – this was anticipated but the city is still in a good financial position. Council will need to make a motion to accept the 2019 audit. A copy was sent to the Department of Legislative Audit per law. The city is only required to do an audit once every two years but we have chosen to do one every year and I believe this is a sound practice – even though there is an expense with it, it will detect any issues or problems sooner than later. It's a good checks and balance.

Old Business:

- **Review Plat of Tract 1 and 2 of Anderson's Addition:** The city currently has platting jurisdiction with Minnehaha County. This means that all plats (or replats) that are within the city's growth area must first be approved by the City of Hartford before they can be presented to the County for approval – it must go before the P&Z Board and City Council both for approval. Joel Boy with Midwest Land Surveying submitted the enclosed plat for city review. The P&Z did approve the plat contingent that our engineer comments are addressed. At the last council meeting, all comments were addressed except signing of the pre-annexation agreement. On Thursday, I did receive this signed agreement so all condition of the city have been met by the property owner and the plat may be approved.

New Business:

- **Review/Approve SECOG Agreement for Adm Assistance with FEMA Grant:** Most of the loans/grants that the city received are through the state. SECOG has a contract with the state to help cities administer these grants and loans so they help us meet a lot of the paperwork and regulation requirements at no charge to the city. Our grant for the generator is through FEMA so this is a federal grant. SECOG will help with the administration of this grant but would require payment from the city for these services in the amount of \$4,100.00. I have a call into SECOG to ask how that amount is derived at (rate per hour, flat fee, portion of grant award...) but have not heard back from them yet. I also want to talk with them about what the grant requirements would be and if they think this is something the city can do on our own. I am willing to do the grant administration directly through us, but I have never seen the paperwork involved with a FEMA grant, so I want to make sure I understand everything involved and don't miss anything. I hope to have more information for you at our meeting to discuss.
- **Review/Approve Job Description for Temporary Part-Time Snow Removal Position:** Karen has updated the city's job description for part-time snow removal. We are asking the council to review and approve the job description so we can begin advertising for this position.
- **Reschedule of November 3rd City Council Meeting:** Due to the general election being held in city hall on November 3rd, the city council meeting for that night will need to be rescheduled. We can look at either Monday, November 2nd or Wednesday, November 4th – please check your calendars for available dates.

Non-Agenda Updates

- **New Phone System:** The new phone system is up and running. We have had a couple of glitches along the way, but I think everything is working good now.
- **RFQ:** The city received 9 RFQs for the new WWTF. These RFQs will be reviewed by our committee and narrowed down to the top 2 or 3 for interview. I am giving the committee a couple of weeks to read and review the proposals and then they will meet the week of October 19th to discuss. I hope to have an engineering firm decided upon by late October or early November.
- **Tree Grant:** Reliabank is matching our tree grant proposal for trees at the sports complex.
- **Insurance Quotes:** Our insurance runs from January to December each year and there is a 90 day cancellation notice required per our agreement. It will be too late to get quotes and cancel our current insurance at this time of year, but I put it on my calendar to begin review of this and seek quotes next summer.

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



12_20033 | SEI No.
Plat for Review | Encl
Joel Boy, Midwest Land Surveying | Cc

September 15, 2020

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

Re: Anderson's Addition
Tract 1 & 2
Plat Review

Dear Mrs. Sidel:

Stockwell Engineers, Inc. has reviewed the enclosed plat for the abovementioned project. The developer addressed our previous comments to our satisfaction. We have no further comments and recommend the surveyor certify the plat and deliver final copies to city hall for approval, accompanied by an executed annexation agreement per 4.1.4 of the City's subdivision regulations. If there are questions regarding our correspondence, please contact our office.

Respectfully submitted,

STOCKWELL ENGINEERS, INC.

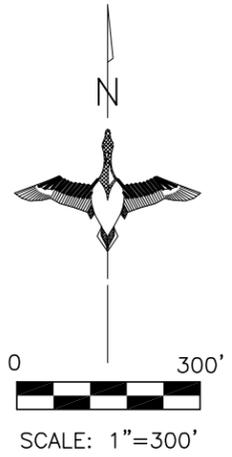
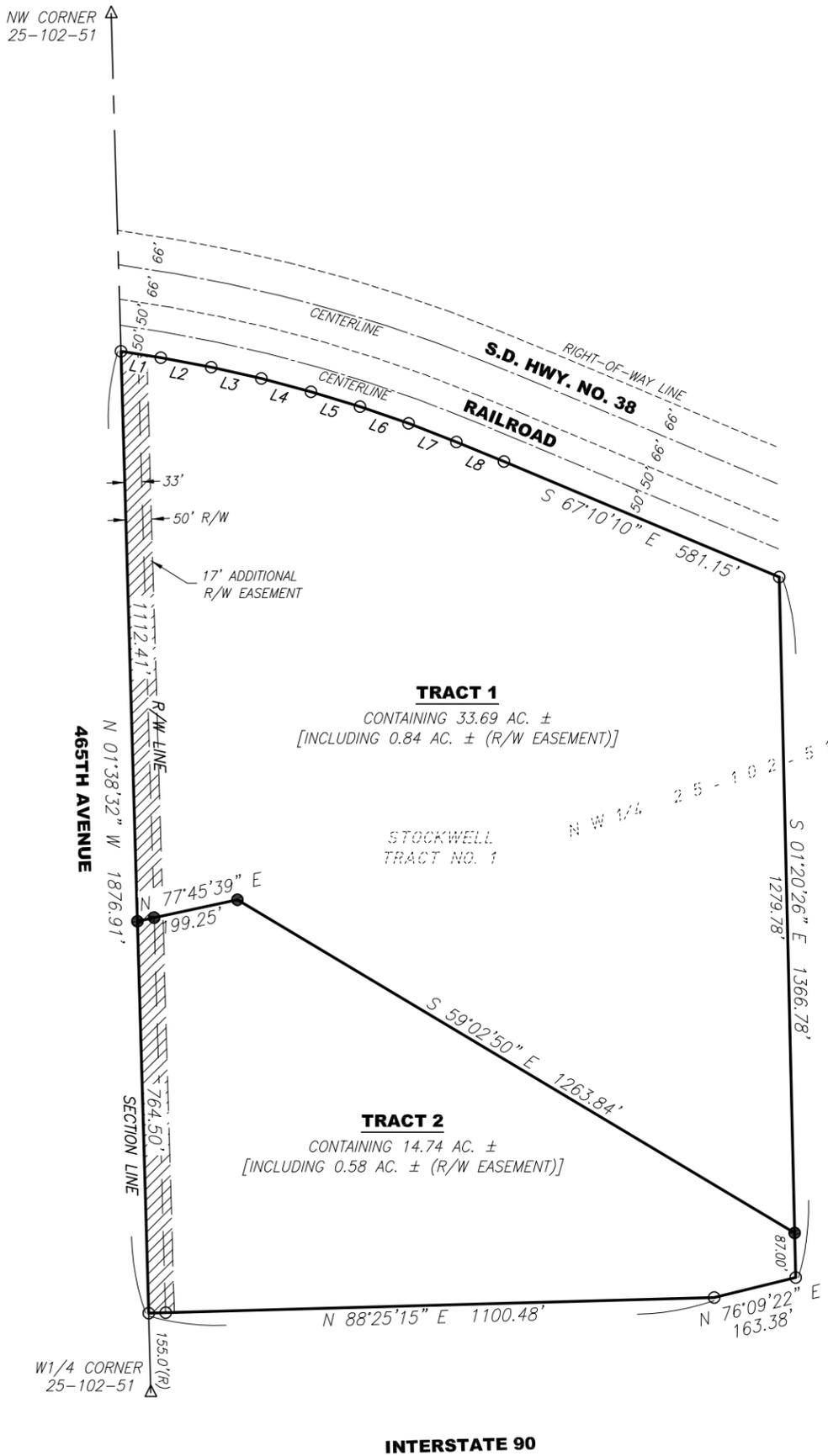
A handwritten signature in blue ink that reads 'Mitchell Mergen'.

Mitchell Mergen, PE
Representing City Engineer

Disclaimer: Stockwell Engineer's, Inc. review is for general conformance with city standards. Comments are provided as a courtesy to aid the developer in preparing submittals. The responsibility to comply with state and local ordinances shall remain with the developer and its representatives. Copies of the city's subdivision regulations, design standards and local ordinances are available at city hall for the developer to reference.

PLAT OF TRACT 1 AND TRACT 2 OF ANDERSON'S ADDITION

AN ADDITION IN THE NORTHWEST QUARTER OF SECTION 25, TOWNSHIP 102 NORTH, RANGE 51 WEST OF THE 5TH PRINCIPAL MERIDIAN, MINNEHAHA COUNTY, SOUTH DAKOTA.



LINE	BEARING	DISTANCE
L1	S 81°02'42" E	78.27'
L2	S 79°11'29" E	99.73'
L3	S 77°13'36" E	100.04'
L4	S 75°03'59" E	100.10'
L5	S 72°57'35" E	99.87'
L6	S 71°04'58" E	99.87'
L7	S 68°41'23" E	99.88'
L8	S 67°35'10" E	99.87'

LEGEND:

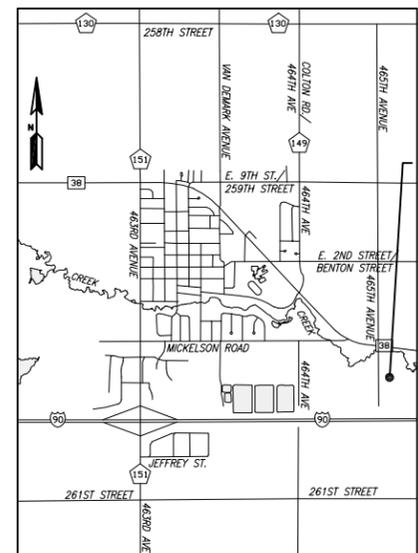
- SET 5/8" REBAR W/CAP #10141
- FD. MONUMENT
- AC. ACRES
- S.F. SQUARE FEET
- U.E. UTILITY EASEMENT
- R/W RIGHT-OF-WAY
- N.T.S. NOT TO SCALE
- PREVIOUSLY PLATTED LINE
- - - - - EASEMENT LINE



PREPARED BY:



Land Surveying and GPS Consulting
 211 E. 14th Street Suite 100
 Sioux Falls, South Dakota 57104
 Phone: (605) 339-8901 FAX:(605) 274-8951



VICINITY MAP N.T.S.
 CITY OF HARTFORD

NOTES:
 BASIS OF BEARINGS ARE UTM ZONE 14
 THIS PLAT WAS PREPARED WITHOUT THE
 BENEFIT OF A TITLE COMMITMENT.
 EASEMENTS OF RECORD WERE NOT
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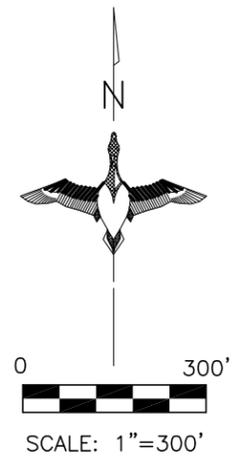
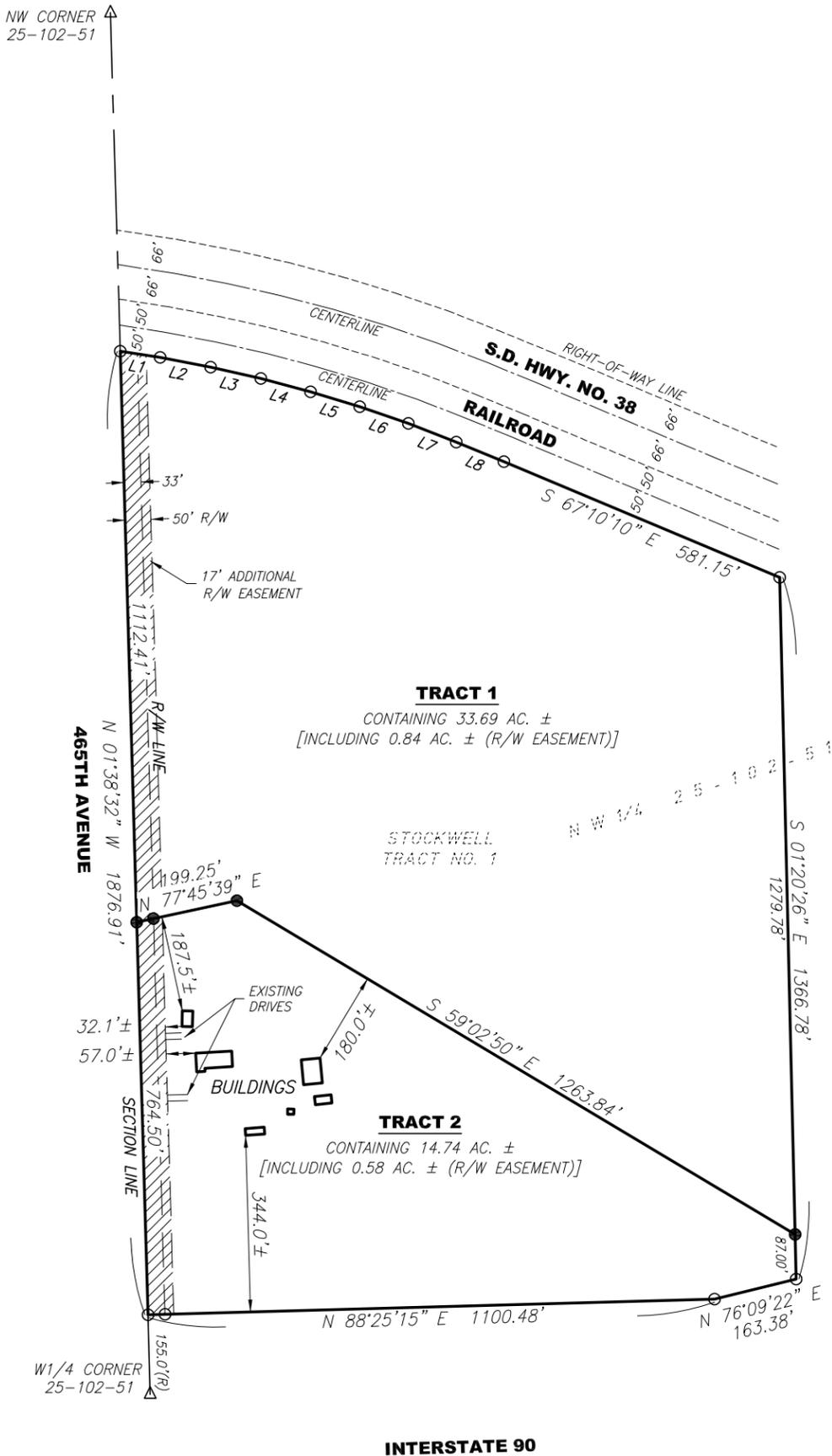
PLAT OF TRACT 1 AND TRACT 2 OF ANDERSON'S ADDITION

AN ADDITION IN THE NORTHWEST QUARTER OF SECTION 25, TOWNSHIP 102 NORTH, RANGE 51 WEST OF THE 5TH PRINCIPAL MERIDIAN, MINNEHAHA COUNTY, SOUTH DAKOTA.

<p style="text-align: center;">SURVEYOR'S CERTIFICATE</p> <p>I, Jeffery C. Schievelbein, of Midwest Land Surveying, Inc., a Registered Land Surveyor in the State of South Dakota, do hereby state that I did, on or before this date, survey Stockwell Tract No. 1 in the Northwest Quarter of Section 25, Township 102 North, Range 51 West of the 5th Principal Meridian, Minnehaha County, South Dakota, and re-platted the same into Tract 1 and Tract 2 of Anderson's Addition, an Addition in the Northwest Quarter of Section 25, Township 102 North, Range 51 West of the 5th Principal Meridian, Minnehaha County, South Dakota, as shown on the foregoing PLAT.</p> <p>The same shall be known and described as <u>TRACT 1 AND TRACT 2 OF ANDERSON'S ADDITION, AN ADDITION IN THE NORTHWEST QUARTER OF SECTION 25, TOWNSHIP 102 NORTH, RANGE 51 WEST OF THE 5TH PRINCIPAL MERIDIAN, MINNEHAHA COUNTY, SOUTH DAKOTA.</u></p> <p>Dated this _____ Day of _____, 20 ____.</p> <p>I further certify that the above PLAT correctly represents the same, is true and correct and that it was made at the request of the owners.</p> <div style="text-align: center;">  </div> <p>_____ Jeffery C. Schievelbein, Registered Land Surveyor No. 10141</p>	<p style="text-align: center;">CITY ENGINEER'S CERTIFICATE</p> <p>I, _____, City Engineer of the City of Hartford, South Dakota, do hereby certify that this plat has been reviewed by me or my authorized agent and that this plat is recommended for approval.</p> <p>Signed on this _____ day of _____, 20____.</p> <p>_____ City Engineer City of Hartford, South Dakota</p> <hr/> <p style="text-align: center;">CITY COUNCIL RESOLUTION</p> <p>Whereas this Plat has been examined by the City Council of Hartford and it appears to the City Council that the system of streets set forth therein conforms to the system of streets of the existing Plats of the City, that all provisions of the City's subdivision regulations have been complied with, that all taxes and special assessments upon the tract or subdivision have been fully paid, and that such plat and the survey thereof have been executed according to law.</p> <p>Now therefore, be it resolved by the City Council of Hartford, South Dakota that said Plat is hereby approved, and the City Finance Officer is hereby directed to endorse on said Plat a copy of this resolution and certify the same thereon.</p> <p>Approved this _____ Day of _____, 20____.</p> <p>_____ Mayor City of Hartford, South Dakota</p>
<p style="text-align: center;">OWNER'S CERTIFICATE</p> <p>We, the undersigned, do hereby certify that we are the owners of all land included in the above plat and that said plat has been made at our request and in accordance with our instructions for the purposes of transfer, and that the development of this land shall conform to all existing applicable zoning, subdivision and erosion and sediment control regulations.</p> <p>We hereby dedicate to the public for public use forever, the streets, roads, alleys, parks and public grounds, if any, as shown on said plat. Including all sewers, culverts, bridges, water distribution lines, sidewalks and other improvements on or under the streets, roads, alleys, parks and public grounds whether such improvements are shown or not. We also hereby grant easements to run with the land for water, drainage, sewer, gas, electric, telephone, cable television, or other public utility lines or services, under, on or over those strips of land designated hereon as easements for the purposes of constructing, maintaining, repairing, and improving said facilities. The owner, their lessees and assignees shall, at their own expense, keep the easement area in good repair and clear of obstructions. No improvements of any kind may be erected within an easement which might interfere in any way with the proper maintenance, use, repair, reconstruction, and patrolling of the easement. This covenant shall run with the land.</p> <p>We hereby waive any rights of protest to any special assessment program which may be initiated for the purpose of installation of improvements required by the Subdivision Ordinance of the City of Hartford.</p> <p>We do hereby certify that this replat will not place any existing lot or building in violation of any applicable ordinance, code, regulation, or law including but not limited to zoning, building, subdivision, and flood prevention.</p> <p>We further certify that this platting of said described Tract 1 and Tract 2 of Anderson's Addition does hereby vacate the following platting:</p> <p>Stockwell Tract No. 1 in the Northwest Quarter of Section 25, Township 102 North, Range 51 West of the 5th Principal Meridian, Minnehaha County, South Dakota, on file at the office of the Register of Deeds in Book 28 of plats, Page 13, said plat, hereby vacated, being situated within described Anderson's Addition as surveyed.</p> <p>Dated this _____ Day of _____, 20 ____.</p> <p>_____ Daren R. Anderson</p> <p>_____ Kim C. Anderson</p> <p>State of _____ County of _____</p> <p>On this the ____ day of _____, 20____, before me, the undersigned officer, personally appeared Daren R. Anderson and Kim C. Anderson, known to me or satisfactorily proven to be the persons whose names are subscribed to the within instrument and acknowledged that they executed the same for the purposes therein contained.</p> <p>In witness whereof I hereunto set my hand and official seal.</p> <p>_____ Notary Public - State of _____ My Commission Expires: _____</p>	<p style="text-align: center;">FINANCE OFFICER'S CERTIFICATE</p> <p>I, _____, the duly appointed, qualified and acting Finance Officer of the City of Hartford, South Dakota, hereby certify that the certificate of approval is true and correct including the signature thereon, and that any special assessments which are liens upon the land shown in the above plat, as shown by the records in my office on this _____ day of _____, 20____ have been paid in full.</p> <p>_____ City Finance Officer City of Hartford, South Dakota</p> <hr/> <p style="text-align: center;">COUNTY PLANNING DIRECTOR'S CERTIFICATE</p> <p>I, the Planning Director of Minnehaha County, do hereby certify that this plat has been reviewed by me or my authorized agent and has been approved.</p> <p>Approved this _____ day of _____, 20____.</p> <p>_____ PLANNING DIRECTOR Minnehaha County, South Dakota</p> <hr/> <p style="text-align: center;">COUNTY AUDITOR CERTIFICATE</p> <p>I Bob Litz, do hereby certify that the above certificate of approval is true and correct including the signature thereon.</p> <p>Dated this _____ Day of _____, 20 ____.</p> <p>_____ COUNTY AUDITOR Minnehaha County, South Dakota</p> <hr/> <p style="text-align: center;">TREASURER</p> <p>I, the Treasurer of Minnehaha County, South Dakota, do hereby certify that all taxes which are liens upon any land shown in the above plat, as shown by the records of my office have been paid in full.</p> <p>Dated this _____ Day of _____, 20 ____.</p> <p>_____ TREASURER Minnehaha County, South Dakota</p> <hr/> <p style="text-align: center;">DIRECTOR OF EQUALIZATION</p> <p>I, the Director of Equalization of Minnehaha County, South Dakota, do hereby certify that a copy of the above and foregoing described plat has been filed in my office.</p> <p>Dated this _____ Day of _____, 20 ____.</p> <p>_____ DIRECTOR OF EQUALIZATION Minnehaha County, South Dakota</p>
<p style="text-align: center;">CERTIFICATE OF HIGHWAY AUTHORITY</p> <p>ACCESS TO SD. HIGHWAY 38 IS ()APPROVED ()NOT APPROVED. THIS ACCESS APPROVAL DOES NOT REPLACE THE NEED FOR ANY PERMITS REQUIRED BY LAW TO ESTABLISH THE PRECISE ACCESS LOCATION, INCLUDING PERMIT REQUIREMENTS SET FORTH IN ADMINISTRATIVE RULE OF SOUTH DAKOTA 70:09:01:02</p> <p>_____ HIGHWAY AUTHORITY</p> <p>TITLE: _____</p>	<p style="text-align: center;">REGISTER OF DEEDS</p> <p>Filed for record this _____ day of _____, 20____, at _____ o'clock, _____m., and recorded in Book _____ of Plats on Page _____.</p> <p>_____ REGISTER OF DEEDS Minnehaha County, South Dakota</p>
<p style="text-align: center;">CITY PLANNING COMMISSION CERTIFICATE</p> <p>Be it resolved by the Planning Commission of the City of Hartford, South Dakota that this Plat be approved and that the same be presented to the City Council with the recommendation to adopt said plat.</p> <p>Approved this _____ Day of _____, 20____.</p> <p>_____ Chairman City of Hartford Planning Commission</p>	

EXHIBIT OF TRACT 1 AND TRACT 2 OF ANDERSON'S ADDITION

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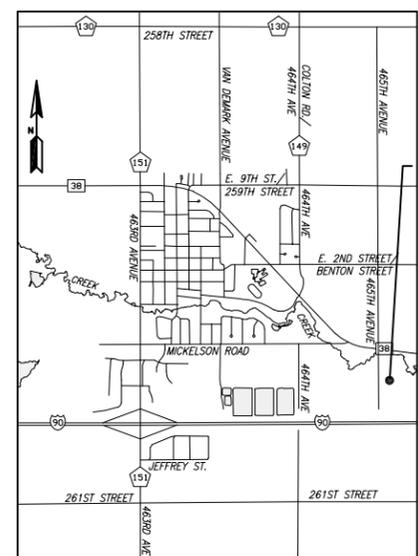
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- R/W RIGHT-OF-WAY
- N.T.S. NOT TO SCALE
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PREPARED BY:



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SITE

NOTES:

BASIS OF BEARINGS ARE UTM ZONE 14

THIS PLAT WAS PREPARED WITHOUT THE BENEFIT OF A TITLE COMMITMENT.

EASEMENTS OF RECORD WERE NOT RESEARCHED AND ARE NOT SHOWN ON THE PLAT.

AGREEMENT FOR ADMINISTRATIVE ASSISTANCE

THIS AGREEMENT is entered into by and between the City of Hartford and the South Eastern Council of Governments (SECOG).

I. The City of Hartford has entered into an agreement with the State of South Dakota to receive a Hazard Mitigation Grant (DR-4440-HMGP-18F) to finance the towable 70kw generator to be used at the city's lift station.

II. IT IS AGREED that SECOG will provide administrative assistance as follows:

A. Preparation of documents and reports

1. Pre-drawdown administrative requirements including resolutions, ordinances, policies, assurances, and environmental review;
2. Bidding and construction requirements, including wage determinations;
3. Periodic financial and project status reports required by the State of South Dakota, including payment requests and final performance reports;
4. Equal Opportunity compliance documentation;
5. Other reports or documents required by the State of South Dakota.

B. Technical assistance:

1. Attend meetings as requested to provide information on program requirements;
2. Assist in maintaining administrative files containing the following items: funding applications, funding agreements, other project funding documentation, environmental documentation, professional service agreements, financial documentation, project monitoring documentation, labor standards and equal opportunity documentation, project-related correspondence, and other appropriate documentation;
3. Assist in complying with accounting and financial procedures set forth by the State of South Dakota and Office of Management and Budget Circulars A-102 and A-87 as requested;
4. Assist in complying with equal opportunity, labor, and purchasing requirements, including monitoring visit by the State of South Dakota;
5. Assist in the preparation of correspondence to affected agencies or persons;
6. Assist in preparing and distributing public information regarding the project;

C. Liaison functions:

1. Facilitate communication between the City of Hartford and the State of South Dakota;
2. Provide information to the City of Hartford and other parties associated with the project concerning each entity's responsibilities.

III. IT IS FURTHER AGREED:

- A. Compensation to SECOG shall be in the amount of **four thousand one hundred dollars (\$4,100.00)** which shall be due upon submission and approval of all pre-drawdown requirements and paid with the final drawdown of funds. This represents five percent of the anticipated project costs.
- B. No additional administrative charges will be assessed to the City of Hartford by SECOG. All SECOG expenses are included in the lump sum compensation figure.
- C. SECOG will provide administrative assistance to the City of Hartford through closeout of the project.
- D. The City of Hartford will retain ultimate responsibility for administration and SECOG will maintain only the role of administrative assistant.
- E. This agreement may be amended or terminated when agreed to, in writing, by both parties.
- F. This agreement shall terminate upon submission and approval of final project closeout documents associated with the funding sources as specified by the State of South Dakota.
- G. The City of Hartford accepts no obligations incurred under this agreement in the event it declines or is unable to accept the funding award from the State of South Dakota.

This agreement is entered into this _____ day of _____, 2020.

Jeremy Menning, Mayor
City of Hartford

Lynne Keller Forbes, Executive Director
SECOG

Job Description for the City of Hartford

Temporary Part-Time Snow Removal

Position: Public Works Assistant/Snow Removal
Reports to: Public Works Superintendent
Employee Classification: Seasonal Part-Time
Position Starts: November 1, 2020 (approximately)
Position Ends: April 1, 2021 (approximately)
Hours: The expected number of hours will be “as needed”. Snow removal can occur anytime day or night and on weekends.

Job Summary

This position is responsible to assist with snow removal on city streets, intersections, and sidewalks. Other maintenance responsibilities will be determined by the Public Works Superintendent. The applicant must be able to work in all types of weather conditions; be able to work both indoors and outdoors; and be physically fit to perform all duties.

Knowledge, Skills, and Abilities

- Basic knowledge of equipment operation and maintenance.
- Must possess a valid driver’s license.
- Ability to establish and maintain effective working relationships with city officials, employees, and the general public.
- Perform related work as required.
- High School Graduate or Equivalent.

Selection Guidelines

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

Compensation

The starting pay range shall be between \$12.00 - \$20.00 per hour, depending upon qualifications. (Set by the Hartford City Council on 10/4/2016)

Date: _____

Approved: _____

Employee: _____