

## City Council Meeting – Regular Meeting January 15, 2019

Mayor Jeremy Menning called the meeting to order at 7:00pm at Hartford City Hall with the following city council members present: Mark Monahan, Arden Jones, Travis Kuehl and Scott Nelson. Mark Brenneman was absent with notice. Also present were City Administrator Teresa Sidel, City Finance Officer Karen Wilber, Public Works Superintendent Craig Wagner, Chamber & Economic Development Director Jesse Fonkert and City Engineer Ross Kuchta.

### BUSINESS ITEMS:

- **Approve Agenda:** A motion was made by Jones, second by Monahan to approve the agenda as set - all voted yes, motion carried.
- **Approval of the Minutes:** Regular meeting minutes from Jan 2, 2019 were reviewed. A motion was made by Monahan, second by Jones to approve the meeting minutes from Jan 2, 2019 – all voted yes, motion carried.

Jessica Johnson arrived at 7:02pm

- **Approval of the Bills:** A motion was made by Monahan, second by Nelson to approve the bills submitted for payment – all voted yes, motion carried.

**PUBLIC COMMENTS:** None.

### VISITORS:

- Brad Berens with West Central School was unable to attend the meeting.
- Leah Johnson with the Jamboree Committee was present to give the council an update on this year's event. Some of the plans include a car show, burnout contest and entertainment in the park on Friday. Saturday afternoon there will be a carnival in the park and a street dance downtown on Saturday night. Bands for both Friday and Saturday nights have been booked. Further updates will be provided as plans progress.
- Matt Evans with HASR was present to give an update on what their group has been working on. They plan on purchasing the scoreboards from Daktronics in the coming weeks. They received a \$3,000 donation plus a grant of \$3,260 to put towards this project. Future projects that they would like to see done is the installation of a sidewalk between the softball fields and a new restroom/concession building. These two items will be put on the Feb 5<sup>th</sup> meeting agenda for further discussion.

### ORDINANCES, RESOLUTIONS, APPLICATIONS AND HEARINGS:

- **2<sup>nd</sup> Reading of Ordinance #664 – Trespassing on City Property:** At the recommendation of Deputy Albers, a trespassing ordinance would provide another tool that law enforcement officials could use to help cut down on unfavorable activity or loitering on city property. Once a notice for trespassing has been issued to an individual, that individual would be ban from city property for a period of six months. Violators may be subject to a fine, arrest or criminal prosecution. A motion was made by Monahan, second by Nelson to approve 2<sup>nd</sup> Reading of Ordinance #664 – Trespassing on City Property – all voted yes, motion carried.

### REPORTS:

- **Fire Department Report:** Fire Chief Bryon Shumaker was present to give a department update to the council. Shumaker reported that Dec had 23 total calls, with 12 in the city limits. For the year, there was a total of 280 calls. An update was given on the various trainings that were held during the month for fire and EMS services. New officers elected for 2019 are as follows: Fire Chief Bryan Shumaker, 1<sup>st</sup> Asst. Fire Adam Erickson, 1<sup>st</sup> Asst. Rescue Connor Vortherms, 2<sup>nd</sup> Asst. Fire Matt Horn, 2<sup>nd</sup> Asst. Rescue Michelle Shumaker, Secretary Doni Rolfson and Treasurer James Buss.
- **Chamber & Economic Development Director Report:** Director Jesse Fonkert's report, recapping activities and projects for both the Chamber and HADF, was provided to the council for their review. The Chamber's annual meeting/banquet will be held Feb 4 at Dakota Plains Event Center. Awards will be given out for Volunteer of the Year, Business of the Year and Community Organization of the Year. Entertainment for the evening will be Williams & Ree. There is a new Optimist Club being formed in Hartford. The next meeting is Jan 21<sup>st</sup> 6:30pm at Pizza Ranch. HADF is in the process of restructuring. They will be creating three task forces: Industrial Development, Residential Development and Infrastructure. Fonkert encouraged any councilmember that were interested to be a part of one of these task forces.
- **Engineer Report:** Ross Kuchta was present to provide engineer updates: Industrial Park Sanitary Sewer Extension – Engineers will begin the topographic survey in the coming weeks for the extension, which is

approximately 1.3 miles in length. Lot A Deed Restriction – Plans are in place to start this project in March. Vandemark Roadway Improvements – Final design plans will be presented to city staff in the coming weeks. Discussion was held on adding the portion of 9<sup>th</sup> St between Hwy 38 and Vandemark Ave to the scope of the project. This will be put on the Feb 5<sup>th</sup> meeting agenda for further discussion. Mickelson Road Improvements – Remaining utility and surfacing work will be done in the spring. Work on the box culvert is planned for next month.

- **Public Works Report:** Public Works Superintendent, Craig Wagner’s report was provided to the council for their review. Highlights include:  
Streets – Delivery of the new skid steer is scheduled for the first part of Feb. The dump truck plow has been fixed. Slurry seal information for this year’s project has been compiled and sent to the City of Sioux Falls for bid. This year’s budget included up to \$20,000 for a used pickup. After doing some looking, Wagner reported that at that price point everything he has seen has higher mileage. A motion was made by Jones, second by Kuehl to allow Wagner to purchase a used truck at an amount not to exceed \$25,000 – all voted yes, motion carried.  
Water – There is a study being done on the Badger meters to make sure there are no issues with the cellular technology that will be used with the new system. Once complete we can move forward with the new system.  
Sewer – The new blower has been delivered and will be installed next week. Samples will be taken in a few weeks to see if we can discharge again.  
Public Buildings – Inventory has been completed for 2018. City Hall has been reorganized to accommodate for the new positions in 2019.
- **Finance Officer Report:** City Finance Officer Wilber’s report was provided to the council. Items included cash balances, sales tax revenue and committee fund balances as of Dec 31<sup>st</sup>, a recap of bills submitted for payment and the calendar of events. It was also noted that nominating petitions for the municipal election can be circulated beginning Jan 25<sup>th</sup> through the filing deadline of 5pm on Feb 22<sup>nd</sup>.
- **City Administrator Report:** City Administrator Sidel’s report was provided to the council. Highlights included the following: There have been two parties that have reserved some of the surplus dirt the City is selling. Sidel will continue to advertise each month this spring. Sidel has met with SECOG regarding funding sources for upcoming projects. SECOG will research the options. Sidel is planning to include informational training on different topics during this year’s monthly staff meetings. She also would like to recognize staff birthdays with a gift card. It is the consensus of the council that these are good additions to the monthly staff meetings.

**OLD BUSINESS:** None.

**NEW BUSINESS:**

- **Allocation of Chamber 2019 Appropriation:** A motion was made by Monahan, second by Nelson to the approve payment of \$26,900 to the Hartford Area Chamber of Commerce for their 2019 appropriation – all voted yes, motion carried.
- **Allocation of HADF 2019 Appropriation:** A motion was made by Monahan, second by Jones to the approve payment of \$45,590 to the Hartford Area Development Foundation for their 2019 appropriation – all voted yes, motion carried.
- **Surplus Property:** The new copier the City is leasing was delivered last week. The old copier, which the City owns, is still in good working order. Sidel feels it would be worth it to advertise for bid. A motion was made by Monahan, second by Jones to surplus the copier and authorize Sidel to dispose of as she sees fit – all voted yes, motion carried.
- **Discuss Electronic City Newsletter:** Currently the City issues a newsletter every other month, which goes out with the water bill. The process to print the newsletter and to prep it for mailing is very timely for staff. There is additional cost incurred for paper, postage and staff time. An option to provide the newsletter to residents in a more cost-effective way would be to provide it electronically via email. We would continue to have paper copies available at City Hall and to post on the city website. Staff is recommending that to allow enough time to notify the residents of this change, the electronic format would not be implemented until June. It is the consensus of the council to make the change to an electronic newsletter.
- **Set 2019 Equalization Meeting:** A motion was made by Monahan, second by Nelson to set the Equalization Meeting for Wed Mar 20<sup>th</sup> at 7pm – all voted yes, motion carried.

**CORRESPONDENCE:** None.

**EXECUTIVE SESSION:** A motion was made Nelson, second by Monahan to enter executive session pursuant to SDCL 1-25-2 (1) for personnel at 8:20pm – all voted yes, motion carried. A motion was made by Jones, second by Monahan to exit executive session at 10:05pm – all voted yes, motion carried.

A motion was made by Monahan, second by Nelson to place the Chamber and Economic Development Director, Jesse Fonkert, on salary for \$60,000 per year, effective January 13, 2019 – all voted yes, motion carried.

A motion was made by Monahan, second by Johnson to give all regular full-time employees and all year-round part-time employees a 3% cost of living raise, effective January 1, 2019 – all voted yes, motion carried.

A motion was made by Monahan, second by Jones to give City Administrator Teresa Sidel a 4% merit raise; Finance Officer Karen Wilber a 4% merit raise; Administrative Assistant Rhonda Kuchta a 3% merit raise; Public Works Superintendent Craig Wagner a 3.5% merit raise; Assistant Public Works Superintendent Neil Hanisch a 3% merit raise; Public Works Assistant Jesse O’Kane a 5% merit raise; and Building Inspector Paul Clarke a 2% merit raise, all effective January 1, 2019 – all voted yes, motion carried.

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

Minutes recorded by Finance Officer, Karen Wilber.

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

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Karen Wilber, Finance Officer