

City Council Meeting – Regular Meeting January 2, 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, Mark Brenneman, Jessica Johnson and Scott Nelson. Travis Kuehl 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 Mitch Mergen.

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 Dec 18, 2018 were reviewed. A motion was made by Monahan, second by Jones to approve the meeting minutes from Dec 18, 2018 – Brenneman abstained with all other voting yes, motion carried.

PUBLIC COMMENTS: None.

ORDINANCES, RESOLUTIONS, APPLICATIONS AND HEARINGS:

- **7:05 Public Hearing – Renewal of City Garbage Licenses (Novak Sanitary Service, Cressman Sanitation, Inc., RBS Sanitation, Inc.):** A motion was made by Nelson, second by Monahan, to approve the City Garbage License Renewals for 2019 – all voted yes, motion carried.
- **2nd Reading of Ordinance #656 – Amend Zoning Regulations for Accessory Buildings:** Ordinance #656 would change the City's zoning regulation for accessory buildings as follows: the maximum building size would decrease from 1,200 square feet to 1,000 square feet; setback requirements for buildings over 120 square feet would increase from 5 feet to 10 feet; and add the requirement that the distance between all buildings must be at least 5 feet. A motion was made by Brenneman, second by Jones to approve 2nd Reading of Ordinance #656 Amend Zoning Regulation #627 – Accessory Buildings – Monahan voted no with all other voting yes, motion carried.
- **1st 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 Jones to approve the 1st Reading of Ordinance #664 – Trespassing on City Property – all voted yes, motion carried.

REPORTS:

- **Sheriff's Department Report:** Deputy Tyrone Albers was present to give the council an update on recent activities within the city. For the month of December there were 153 calls for service and 22 traffic stops.
- **Engineer Report:** Mitch Mergen was present to provide engineer updates: Industrial Park Sanitary Sewer Extension – A proposal for services for this project was presented to the council. A motion was made by Brenneman, second by Monahan to approve the proposal for engineering services for the industrial park sanitary sewer extension for an amount not to exceed \$121,770 – all voted yes, motion carried. Lot A Deed Restriction – A proposal for services for this project was presented to the council. A motion was made by Monahan, second by Brenneman to approve the proposal for engineering services for the Lot A deed restriction project for an amount of \$4,050 – all voted yes, motion carried. Waste Water Treatment Facility – Stockwell is still in discussion with landowners regarding facility sites and gravity sewer routes. Vandemark Roadway Improvements – Engineers have reviewed design plans with City staff and continue to work on construction documents. Sidewalks along this corridor was discussed with the council. Mickelson Road Improvements – Grading work is complete up to the box culvert location. The box culvert will be installed once fabricated. Remaining utility and surface work will continue in the spring. The eighth pay application was submitted for payment of work completed to date. A motion was made by Monahan, second by Jones to approve pay application #8 to Soukup Construction for \$82,822.50 – all voted yes, motion carried.
- **Public Works Report:** Public Works Superintendent Craig Wagner's report was provided to the council. Highlights include:
Streets – When removing snow last week, the plow got bent. Staff should be able to make the needed repairs. The new skid steer has been ordered. The information for the 2019 slurry seal project has been sent to the City of Sioux Falls for bidding.

Water – All testing and reports for drinking water have been completed and sent in to DENR.

Sewer – Staff has finished discharging at this time. The blower that went down last week has been replaced.

Board of Operator Certification – Wagner has been asked to fill a vacancy on the Board of Operator Certification. This board, which meets twice a year, advises and assists the DENR in the administration of the program of certification. A motion was made by Monahan, second by Nelson to approve Wagner to fill the vacancy on the Board of Operator Certification – all voted yes, motion carried.

- **Finance Officer Report:** City Finance Officer Wilber’s report was provided to the council. Items included a summary of revenues received in December along with a review of the city’s cash balances, revenues and expenses through November. The January calendar of events was also provided. Per state law, the governing board needs to set the date of the municipal election. A motion was made by Nelson, second by Brenneman to set April 9, 2019 as the date of the municipal election – all voted yes, motion carried.
- **City Administrator Report:** City Administrator Sidel’s report was provided to the council. Highlights included the following: The new Recreation Director, Nathan Velander, will start Feb 4th. Staff will convert the current supply room into his office. The small meeting room will now be the work/supply room. The HASR Procedure Committee will be meeting on Jan 4th to review the draft agreement between the City and HARS. The City has received the results of the ISO audit conducted in regards building code effectiveness. There are a few items that need to be addressed in order to keep our current rating. Sidel is working with Building Inspector Clarke to address these items.

OLD BUSINESS: None.

NEW BUSINESS:

- **Mayoral Appointments to Planning & Zoning Board for 2019/2020 Term:** There are four Planning & Zoning Board positions whose terms were up at the end of 2018. Mayor Menning recommends the appointment of Tony Randall, Eric Bartmann, Stephanie Olson-Voth and Nathan Leimbach to fill these positions. A motion was made by Monahan, second by Nelson, to approve the Mayor’s appointment of Tony Randall, Eric Bartmann, Stephanie Olson-Voth and Nathan Leimbach to the Planning & Zoning Board for the 2019/2020 term – all voted yes, motion carried.
- **Housing of HADF Intern:** The HADF is planning on hiring a summer intern. They would like this position to be located at City Hall to assist Chamber & Economic Development Director Jesse Fonkert. There would be room in the work/supply room, which was formally the small meeting room, to house this position. It is the consensus of the council to proceed with setting up a location for this intern in the work/supply room.

CORRESPONDENCE: None.

EXECUTIVE SESSION: A motion was made Monahan, second by Jones to enter executive session pursuant to SDCL 1-25-2 (1) for personnel at 7:49pm – all voted yes, motion carried. A motion was made by Nelson, second by Johnson to exit executive session at 8:40pm – all voted yes, motion carried.

ADJOURNMENT: A motion was made by Monahan, second by Nelson to adjourn at 8:41pm – 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