

City Council Meeting – Regular Meeting January 21, 2020

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, Travis Kuehl and Brittany Glanzer. Scott Nelson arrived at 7:11pm. Also present were City Finance Officer Karen Wilber, Public Works Superintendent Craig Wagner 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:** A motion was made by Monahan, second by Kuehl to approve the meeting minutes from January 7, 2020 – all voted yes, motion carried. A motion was made by Kuehl, second by Jones to approve the meeting minutes from January 14, 2020 – Monahan abstained with all others voting yes, motion carried.
- **Approval of the Bills:** A motion was made by Monahan, second by Jones to approve the bills submitted for payment – all voted yes, motion carried.

PUBLIC COMMENTS: None

ORDINANCES, RESOLUTIONS, APPLICATIONS AND HEARINGS:

- **Special Event Application – Hartford Downtown Market:** Callie Tuschen, on behalf of Downtown Hartford, Inc., has submitted a special event permit application to hold a farmer’s market and artisan vendor event from 5-8:30pm on the first Thursday of each month running June 4th through Oct 1st. They are requesting that Main Ave, from Modish to South Bar, be closed from 4-9pm on these days to allow the event to be held on the street and to allow for the use of alcohol in this area. A motion was made by Jones, second by Glanzer to approve the special event permit for the Hartford Downtown Market – 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 27 total calls with 12 in city limits. For the 2019 year the department had a total of 316 calls. An update was given on the various trainings that were held for fire and EMS services. Officers elected for 2020 are as follows: Fire Chief Bryan Shumaker, 1st Asst. Fire Adam Erickson, 1st Asst. Rescue Connor Vortherms, 2nd Asst. Fire Matt Horn, 2nd Asst. Rescue Michelle Shumaker, Secretary Doni Rolfson and Treasurer Camille Crouch. The lock box system has been delivered and is in the process of being installed and training done.
- **Chamber & Economic Development Director Report:** Director Jesse Fonkert’s report, recapping activities for both the Chamber and HADF, was provided to the council. Highlights: two new members joined the Chamber in Dec, Hartford Spinal Care hosted the Holiday Mixer, the 4th quarter newsletter was published and mailed, prep for launch of the burger battle challenge, ongoing communication with business leads, working with NCDS on capital campaign along with attending various meetings/events. Fonkert requested approval to attend the Economic Advantage Partner Summit in Des Moines, IA on Feb 18th – 19th. MidAmerican Energy will contribute \$100 toward lodging. A motion was made by Brenneman, second by Glanzer to approve Fonkert attending the Economic Advantage Partner Summit – all voted yes, motion carried.
- **Engineer Report:** Mitch Mergen was present to provide engineer updates.
Mickelson Road Improvements – The project is now complete. A Certificate of Acceptance was provided to the council. Submitting this form will close out the project with the SD Dept of Environment & Natural Resources. A motion was made by Jones, second by Kuehl to authorize the Mayor to sign the Certificate of Acceptance on the Mickelson Rd project – all voted yes, motion carried.
9th Street Improvements – The project is being advertised for bid with the bid opening scheduled for 2pm Feb 5th at City Hall.
- **Public Works Report:** Public Works Superintendent Wagner’s report was provided to the council. Highlights include:
Streets – Wagner has started to look for a dump truck. If weather allows, the speed trailer will be set out. More speed limit signs have been ordered and will be installed when temps allow. Snow removal with the last storm went well. Wagner has been working with the sales rep on the downtown lights. One light base broke. Wagner was able to have it welded but is working with the company to find out if it was under warranty.
Sewer – Quarterly DMR reports have been filed. Going forward, reporting will be done on a monthly basis. Staff finished moving water from pond #2 to #3. Samples will be taken in the spring to see if we can discharge.
Parks – The new countertops have been installed. Faucets will be installed in the spring. The frame for the new scoreboard has been installed. The scoreboard is scheduled to be delivered in March.

Public Works Assistant Position – The job description for the PWA position was provided to the council for their review. A motion was made by Monahan, second by Nelson to approve the PWA job description – all voted yes, motion carried. A motion was made by Monahan, second by Nelson to begin advertising for the PWA position – all voted yes, motion carried.

- **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 31st and a recap of bills submitted for payment. There will be a vacancy in each ward with terms that are due to expire May 2020. Nominating petitions may be circulated beginning Jan 31st and will need to be filed in our office no later than 5pm on Feb 28th. The calendar of events was provided.
- **City Administrator Report:** City Administrator Sidel’s report was provided to the council. The second joint jurisdiction information meeting set for 7pm Jan 28th at 120 Main Events – formerly known as American Legion. The City attorney is working on the purchase agreement for Lot 2 thru 8, Block 4 of Hartford City Proper. As a result of FEMA declaring Minnehaha County a disaster area due to the Sept storms & flooding, there are grants now available to communities the better prepare them for future disasters. Sidel is suggesting the City take advantage of these grant funds to purchase two more generators for our lift stations. If approved, the grant would pay for 85% of the cost with the City to pay 15%. It was the consensus of the council that Sidel proceed with submitting the grant application. The SDML Legislative Dinner & Municipal Day at the Legislature is scheduled for Feb 4th & 5th.

OLD BUSINESS:

- **Discussion of Possible Park Board/Committee:** Mayor Menning and Councilmen Jones & Kuehl attended the last HASR committee meeting to further discuss the possibility of the City implementing a park board or park committee. Mayor Menning’s vision is to create a board that would make capital improvement recommendations to the Council to grow and expand the City’s park/recreation system. This could encompass park, pool and trail improvements. By implementing this board, the committees would no longer be tasked with these items and they can then focus on fund raising, scheduling tournaments, promoting, etc. The HASR committee did indicate that they are in favor of the Recreation Director position should this be considered in the future. After further discussion with the Council, it was the consensus to move forward with the park board format and have Sidel redraft the ordinance updating the mission/purpose of the board to be represent at the next council meeting.
- **Discussion of Community Engagement Meeting:** Mayor Menning informed the Council that the Go Hartford Community Summit has been scheduled for Feb 24th from 7pm to 9pm. It will be held in the commons area of West Central High School. Council members along with member of the Planning & Zoning board and City staff will be available to answer questions on a number of topics. It will be an open house format where community members can come and go and visit the stations that interest them. The topics will include taxes, quality of life, short- and long-term goals of the City, infrastructure/WWTF, economic development, public safety and platting/zoning jurisdiction. A mailing will be done to Hartford residents and the surrounding area.

NEW BUSINESS:

- **Approval to Surplus all Updated Meter Heads:** Staff has started the process of changing out our current meter heads to the new cellular meter heads. This will continue over the next several years until all meter heads have been updated. Since the old meter’s technology is being phase out, these meters cannot be utilized and will need to be disposed of. A motion was made by Jones, second by Monahan to approve the surplus of all outdated meter heads as staff changes them out – all voted yes, motion carried.

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 and SDCL 1-25-2 (3) for legal at 7:58pm – all voted yes, motion carried. A motion was made Brenneman, second by Jones to exit executive session at 9:25pm – all voted yes, motion carried.

A motion was made by Glanzer, second by Nelson to give all regular full-time employees and all year-round part-time employees a 3% cost of living raise, effective January 1, 2020 – all voted yes, motion carried.

A motion was made by Glanzer, second by Jones to give Building Inspector Paul Clarke a 2% merit raise; to give Chamber & Economic Development Director Jesse Fonkert a 6% merit raise; to give Public Works Assistant Terry Hagen a 6% merit raise; to give Assistant Public Works Superintendent Neil Hanisch a 2% merit raise; to give Administrative Assistant Rhonda Kuchta a 1% merit raise; to give Public Works Assistant Jesse O’Kane a 2% merit raise; to give City Administrator Teresa Sidel a 6% merit raise; to give Public Works Superintendent Craig Wagner a 4% merit raise; to give Finance Officer Karen Wilber a 6% merit raise; all to be effective January 1, 2020 – all voted yes, motion carried.

ADJOURNMENT: A motion was made by Monahan, second by Nelson to adjourn at 9:27pm – 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