

## City Council Meeting – Regular Meeting October 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, Mark Brenneman, Travis Kuehl, and Brittany Glanzer. Scott Nelson was absent with notice. Also present were City Administrator Teresa Sidel, City Finance Officer Karen Wilber, Assistant Public Works Superintendent Neil Hanisch, Chamber & Economic Development Director Jesse Fonkert, and City Engineer Ross Kuchta.

### 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 Kuehl to approve the meeting minutes from October 1, 2019 – all voted yes, motion carried.
- **Approval of the Bills:** A motion was made by Kuehl, second by Brenneman to approve the bills submitted for payment – all voted yes, motion carried.

**PUBLIC COMMENTS:** None.

**VISITORS:** Alysia Boysen and Jodi Fick with Siouxland Libraries were present to provide the council an update on the Hartford library. The new library location in the senior center had its one-year anniversary in August. Over the last year the library served over 400 people, checked out over 1,200 books, added expanded access hours, added an outdoor area among many other things. Fick thanked the city for their partnership with Siouxland Libraries. To commemorate that partnership, Fick presented Mayor Menning with a coin with the very fitting inscription of “Taking Care of Today for a Better Tomorrow”.

### ORDINANCES, RESOLUTIONS, APPLICATIONS AND HEARINGS:

- **7:05 Public Hearing to Review Mickelson Road Assessment Rolls:**
  - Resolution 2019-10 Delayed Assessment Roll for Street, Curb & Gutter – this is a delayed assessment for three properties that are currently outside city limits for the street, curb & gutter on the Mickelson Road project. These assessments would come due only upon annexation of these parcels into city limits. A motion was made by Brenneman, second by Monahan to approve Resolution 2019-10 Delayed Assessment Roll for Street, Curb & Gutter – all voted yes, motion carried.
  - Resolution 2019-11 Delayed Assessment Roll for Water Mains – this is a delayed assessment for three properties that are currently outside city limits for the water mains on the Mickelson Road project. These assessments would come due only upon annexation of these parcels into city limits. A motion was made by Monahan, second by Jones to approve Resolution 2019-11 Delayed Assessment Roll for Water Mains – all voted yes, motion carried.
  - Resolution 2019-12 Delayed Assessment Roll for Sewer Mains – this is a delayed assessment for three properties that are currently outside city limits for the sewer mains on the Mickelson Road project. These assessments would come due only upon annexation of these parcels into city limits. A motion was made by Jones, second by Kuehl to approve Resolution 2019-12 Delayed Assessment Roll for Sewer Mains – all voted yes, motion carried.
  - Resolution 2019-13 Direct Assessment for Sidewalks – this is the assessment to abutting property owners for the sidewalks that were installed as part of the Mickelson Road project. There are two payment options available to property owners. Option #1 is to pay the assessment in full, or any portion thereof, by Dec 2, 2019 to avoid any interest charges. Option #2 is to make installments on any unpaid assessment balance over 5 years at an interest rate of 7%. Billing for Option #2 would be handled thru the Minnehaha County Treasurer as part of the property tax payment. A motion was made by Monahan, second by Brenneman to approve Resolution 2019-13 Direct Assessment for Sidewalks. Further discussion was held on the payment process. With Option #2, the County requires all assessment paperwork be filed with them by Nov 1<sup>st</sup> to then be assessed yet this year and payable the following year. Since the City will not make this Nov 1<sup>st</sup> deadline, this roll would not be assessed until 2020 and then payable in 2021. However, interest would start accruing as of Dec 2, 2019. Several property owners were present to address their concerns over the deadline of Dec 2, 2019 for them to pay the assessments in full. They feel if they would have been given more notice that they then could have planned accordingly. Another concern was the timing with the upcoming holiday season and the added expense that goes along with that. Sidel informed the council that when writing the resolution, she followed what had been done in the past for determining the due date. The council can adjust this date if they choose. Vote was taken with Jones abstaining and all others voting no – motion failed. A motion was made by Kuehl, second by Brenneman to approve Resolution 2019-13 Direct Assessment for Sidewalks with the modification that interest will start accruing if not paid in full by Oct 1, 2020 rather than Dec 2, 2019 – Jones abstained with all others voting yes, motion carried. There was discussion about whether a policy should be put in place that states the timeline the city should follow when processing these kinds of assessments. This will be put on the agenda for the next meeting.

- **1<sup>st</sup> Reading of Ordinance #679 – Key Lock Box System:** The Planning & Zoning board, at the request of Fire Chief Bryon Shumaker, is recommending approval of Ordinance #679, which would set minimum standards for a uniform key lock box system on controlled access buildings within the city. Currently the fire department holds several different keys/codes to several buildings throughout town to allow them access if an emergency situation would arise. Adopting a key lock box system would require the department to have just one key that would access all lock boxes in town. The lock boxes would then have the keys/codes for each building. The ordinance states that the following buildings would be required to have a key lock box: 1.) commercial, industrial and non-residential structures that are protected by automatic alarm systems or have restricted access; 2.) multi-family structures that have restricted access through locked doors or have a common corridor for access to the living units; and 3.) all properties with security gates at the vehicular entrance. All new structures would be required to follow the ordinance and any existing buildings would have a year to comply. There would be a monitoring system in place at the fire department level to know who/when/where the master key is being accessed. The property owner would be responsible for the cost of their box while the fire department would incur the cost of the monitoring system. A motion was made by Brenneman, second by Glanzer to approve 1<sup>st</sup> reading of Ordinance #679 – Key Lock Box System – 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 September had 27 total calls with 10 in city limits. An update was given on the various trainings that were held for fire and EMS services. This past week they participated in Fire Prevention Week at the school.
- **Chamber & Economic Development Director Report:** Director Jesse Fonkert's report, recapping activities for both the Chamber and HADF, was provided to the council. Highlights: three new Chamber members in Sept, work continues on #DiscoverHartford videos/stories, held ribbon cutting for Blue42 and Balloon Squad USA, downtown events including a forum on Oct 22<sup>nd</sup> and a Wine Walk on Nov 1<sup>st</sup>, continues work on HADF capital campaign including interview with NCDS about possible partnership, Knotty Gnome received grant for a new sign, participated in tour of CemCast, ongoing communication with new business leads along with business retention, and attending several other meetings/events. Fonkert updated the council on the dog park recommendations received from city engineers. They recommend putting a temporary dog park in place at Turtle Creek Park just south of where Vandemark Ave ends at Railroad St. The cost would be less for a temporary site and doing the temporary site allows the city time to gauge how much it is used to justify spending the funds to erect at a permanent location. Fonkert will gather more information on materials/costs for a temporary site.
- **Engineer Report:** Ross Kuchta was present to provide engineer updates: Mickelson Road Improvements – The contractor is working on punch list items. A homeowner along Mickelson Rd was present to address his concerns with the quality of work on the sidewalk that abuts his property. Kuchta indicated that inspections of the project are ongoing, and items will be added to the punch list as needed. A notation will be made to address this area. Pay application #14 for work completed to date was presented to the council. A motion was made by Jones, second by Kuehl to approve pay application #14 to Soukup Construction, Inc. in the amount of \$25,983.07 – all votes yes, motion carried. Vandemark Roadway Improvements – The contractor is working on site cleanup, backfilling, placing topsoil along with gravel work on 9<sup>th</sup> St. Pay application #6 for work completed to date was presented to the council. Some on the council expressed their concerns over the attentiveness of the contractor during the final stages of this project. A motion was made by Kuehl, second by Brenneman to table any action on this pay application until the Nov 5<sup>th</sup> meeting – all votes yes, motion carried.
- **Public Works Report:** Public Works Superintendent Wagner's report was provided to the council. Highlights include:
  - Streets** – Staff has installed the box and equipped the newly purchased truck with the necessary tools to put it into service. Work continues on gravel roads. Wagner feels a second application of mag water will not be necessary. Street sweeping continues as needed. Mosquito spraying is done for the season. Wagner will be getting quotes for cleaning out two drainage areas since the city's equipment cannot reach these areas. Staff has started the tear out of the section of sidewalk along Mickelson Rd that needs to be repaired. The contractor should be finishing up the new concrete this week.
  - Water** – Some of the water mains for Knapps Landing have been installed and samples have been taken.
  - Sewer** – Discharging at the lagoons is finished. Staff addressed an issue with a check valve and sump pump at the main lift station.
  - Parks** – The evergreen tree at Century Park has been removed. A replacement will be planted yet this fall. The park bathrooms will remain open until the weather turns colder.
- **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 September 30<sup>th</sup>, a recap of bills submitted for payment and the calendar of events. The council attendance chart for May thru October was provided for review in preparation for payroll processing on Nov 1<sup>st</sup>.

- **City Administrator Report:** City Administrator Sidel's report was provided to the council. Sidel has started the annexation process on the parcel of property owned by Hartford Township. City Attorney Nelson has drafted a warranty deed to transfer the City owned lot on S. Main Ave to the HADF, which will be executed once title insurance has been secured. The City is currently advertising for snow removal help. Turtle Creek Highlands have platted their first 25 lots in the new development. The Planning & Zoning board is planning on holding a public meeting on Oct 29<sup>th</sup> to discuss the possible joint jurisdiction between the city and Minnehaha County. All property owners within the proposed joint jurisdiction area have been invited to attend.

**OLD BUSINESS:**

- **Discuss Allocation of Funds to Downtown Hartford for Leo Scherer Donation:** At the Oct 1<sup>st</sup> council meeting, Sandy Dean was present to discuss a donation that was made to the City back in 2007 from the estate of Leo Scherer. Dean feels when the \$10,379.51 donation was made, it should have been earmarked for a specific use. The donation was noted in the Feb 6, 2007 council meeting minutes but there was no mention of a proposed use for the funds. Dean is requesting that \$10,379.51 be put in the Downtown Hartford, Inc. committee funds with the understanding that this group would use these funds for projects that could be dedicated to the Scherer's. A motion was made by Monahan, second by Brenneman to transfer \$10,379.51 to Downtown Hartford, Inc's committee funds for use on projects that would honor the Scherer's as they see fit – all voted yes, motion carried.

**NEW BUSINESS:**

- **West Central Softball Request for Scoreboards:** Eric Kunzweiler and Brad Kramer, on behalf of Hartford Area Softball Association, were present. The group would like to install a scoreboard at center field of Field A in the City Park. They have secured funding from two different grants that totals \$4,000. This, along with the group's contribution of \$3,216, will fund all but \$3,000 of the project, which is estimated at \$10,216. They are requesting \$3,000 from the City and approval to install the scoreboard at Field A in the City Park, with the assistance of city staff. Both were made aware that once the scoreboard is installed on city owned land, it will become the property of the City. Discussion was also held on who would have access to running the scoreboard. A motion was made Jones, second by Glanzer to approve allocating \$3,000 from the general fund for the scoreboard project as presented – Kuehl abstained with all others voting yes, motion carried.
- **Review Tax Abatement Request on Parcel #86249:** State law allows property tax abatements for qualifying seniors and disabled veterans. The Minnehaha County Auditor has received an abatement request from a disabled veteran on a parcel of land that is located within Hartford city limits. This request needs to be approved by the governing board. A motion was made by Monahan, second by Brenneman to approve the property tax abatement request submitted on Parcel #86249 – all voted yes, motion carried.

**CORRESPONDENCE:** None.

**ADJOURNMENT:** A motion was made by Monahan, second by Brenneman to adjourn at 9:02pm – 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