

## City Council Meeting – Regular Meeting October 16, 2018

Council President Mark Monahan called the meeting to order at 7:00 p.m. at Hartford City Hall with the following city council members present: Mark Brenneman, Travis Kuehl and Scott Nelson. Mayor Jeremy Menning and Arden Jones were absent with notice. Also present were City Administrator Teresa Sidel, City Finance Officer Karen Wilber, Public Works Superintendent Craig Wagner, City Engineers Mitch Mergen and Ross Kuchta.

### BUSINESS ITEMS:

- **Approve Agenda:** A motion was made by Nelson, second by Brenneman to approve the agenda as set - all voted yes, motion carried.
- **Approval of the Minutes:** Regular Meeting Minutes from October 2, 2018 were reviewed. A motion was made by Kuehl, second by Nelson to approve the October 2, 2018 regular meeting minutes – 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:

- John Jarding was present to discuss the asphalt installation on Connie Circle and Jameson Circle. Since the cul-de-sacs are shorter, being around 300 ft, and to alleviate the streets from being shut down twice, he would like to place both the first and second lifts of asphalt at the same time, requiring only one mobilization of equipment. It is the consensus of the council that Jarding proceed with the asphalt work under the direction of city engineers, ensuring all necessary compaction tests are done and that the asphalt is installed to the city's specifications.

### ORDINANCES, RESOLUTIONS, APPLICATIONS AND HEARINGS:

- **Review/Discuss Policy 2018-1 for Boulevard Tree Maintenance:** The revised draft of Policy 2018-1 was reviewed by the council. This policy will transfer any maintenance of boulevard trees to the adjacent property owner once the tree is 3 years old. A motion was made by Kuehl, second by Nelson to approve Policy 2018-1 for Boulevard Tree Maintenance – all voted yes, motion carried.

### VISITORS:

- **Matt Evans:** Tim Goehring was present on behalf of Matt Evens and the Sports Complex Committee to discuss several items. The committee would like to apply for the US Soccer Safe Places to Play grant. This grant has certain insurance requirements that the committee does not meet. Discussion was held about applying for this grant in the city's name therefore using the city's insurance. A motion was made by Nelson, second by Kuehl that the Sports Complex Committee write the US Soccer grant and then forward to City Administrator Sidel for review and submission to the council for approval – all voted yes, motion carried. A recap was given on all events that took place at the complex this past season. The committee would like to move forward on the concession stand/bathroom portion of the project. City Engineer Mergen said he would be happy to attend a meeting at no cost to review plans with the committee and help with budgeting. The committee has received a private donation plus proceeds from the Legends Grant for the purchase of scoreboards. They would like to move forward with this project and are asking for \$20,000 from their committee funds with the city to do so. A motion was made by Kuehl, second by Nelson to release \$20,000 of the Sports Complex Committee funds for the purchase and installation of two new scoreboards – all voted yes, motion carried. Discussion was held regarding sponsorships and how they should be handled. The council asked the committee to put together information on the sponsorships that they would like to offer. Once compiled, the info will be presented to the council for further discussion on how to proceed. The Recreational Director position was discussed. The committee reiterated to the council that they feel this should be a full-time position and provided several bullet points to back up their position.

### REPORTS:

- **Fire Department Report:** Fire Chief Bryon Shumaker was present to give a department update to the council. Shumaker reported that Sept had 17 total calls, with 2 in the city limits. An update was given on the various trainings that were held during the month for fire and EMS services. Shumaker also requested that the 2018 Fire Dept operating appropriation in the amount of \$15,000 be paid to the department at this time. A motion was made by Brenneman, second by Nelson to approve the release of \$15,000 to the Fire Dept for the 2018 operating expense appropriation – all voted yes, motion carried.
- **Chamber & Economic Development Director Report:** Director Jesse Fonkert's report was provided to the council for their review. Highlights include: a ribbon cutting was held for the new library on Sept 7<sup>th</sup>, dedicated the Mike Franken Trail on Sept 15<sup>th</sup>, working on fall Chamber newsletter, awarded signage improvement grants to Christ Lutheran Church and Tammen Auto, continue work on daycare project and provided requested info to new business prospects, attended several different meetings/events in the area.

- **Engineer Report:** City Engineer Mitch Mergen’s report was reviewed by the council. Updates on the various city project was provided: Waste Water Treatment Facility – Engineers continue to meet with landowners to secure land for a potential treatment facility site. Vandemark Ave Sewer Extension – The contractor is installing sewer main with grading/gravel work to begin in the coming weeks. Vandemark Ave Roadway Improvements – Work continues on the final designs. Construction documents will be prepared over the next several months. Swenson Park Grading – Fine grading and erosion control are being done. Dormant seeding will occur in late Nov or early Dec. Mickelson Rd Improvements – The last of the asphalt paving for 2018 is now complete. Work continues on grading and water/sewer punch list items.
- **Public Works Report:** Public Works Superintendent, Craig Wagner’s report was provided to the council for their review. Highlights include:  
Streets – The light paint in the crosswalks is due to the type of paint that was used by the contractor when the slurry seal project was done. Wagner suggested that next time we may want to spec out epoxy paint. Staff continues to blade gravel roads as needed. Sweeping will be done as time allows until the weather changes. Staff is trying to determine what is causing a knocking noise in the 2003 Chevy pickup and if repairs will be needed. Mosquito spraying is done for the year.  
Sewer – Pond #2 was discharged. Staff took samples in hopes that they can discharge again next week.  
Water: The new water mains for Jarding’s Addition have passed and are now online. The new main off Oaks has been installed but still waiting on tests to pass. Quarterly reports for the DENR have been submitted.  
Park – Staff has started to winterize the park. Once the weather turns, the bathrooms will be done. Wagner is obtaining quotes for repairs/replacement of back stops at the Sports Complex.
- **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>st</sup>, a recap of bills submitted for payment, council attendance charts for review and the calendar of events.
- **City Administrator Report:** City Administrator Sidel’s report was provided. Sidel continues to work with local colleges on developing an internship for the Recreational Director Position. She will work with the schools to move forward with advertising the internship to their student bodies and setting an application process and deadline. Ward 1 sidewalk inspections have been completed and letters have been sent. Letters will be sent to all residents with ash trees in their boulevard explaining the city’s management plan of the Emerald Ash Borer. Over the next several months staff will be compiling information for the proposed street maintenance fee. A date for a special meeting in October was discussed. A reminder that the first meeting in Nov will be on Wednesday Nov 7<sup>th</sup> rather than Tuesday Nov 6<sup>th</sup> to accommodate the general election that will be held in City Hall.

**OLD BUSINESS:** None

**NEW BUSINESS:**

- **Review/Approve Plat for Lot 4, Block 1 of Brower 2<sup>nd</sup> Addition:** The city has received a plat for Lot 4, Block 1 of Brower 2<sup>nd</sup> Addition. Although this property is out of city limits, it is within the city’s platting jurisdiction with Minnehaha County and therefore requires approval by the city before it goes to the county for final approval. The city’s Planning and Zoning Board approved the plat on Oct 9<sup>th</sup>. Also presented to the council was a pre-annexation agreement. The city’s subdivision regulations require a signed pre-annexation agreement on all plats approved in the platting jurisdiction. This agreement states that once the plat is contiguous to city boundaries that the owner, upon request from the city, will submit to the city a Petition for Voluntary Annexation. After review of the plat and the pre-annexation agreement, a motion was made by Brenneman, second by Kuehl to approve the plat for Lot 4, Block 1 of Brower 2<sup>nd</sup> Addition contingent on the signing of the pre-annexation agreement – all voted yes, motion carried

**CORRESPONDENCE:** None.

**ADJOURNMENT:** A motion was made by Nelson, second by Brenneman to adjourn at 8:58 p.m. – 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