

City Council Meeting – Regular Meeting November 20, 2018

Council President Mark Monahan called the meeting to order at 7:00pm at Hartford City Hall with the following city council members present: Arden Jones, Mark Brenneman, Travis Kuehl, Jessica Johnson and Scott Nelson. Mayor Jeremy Menning gave notice he would be arriving late. Also present were City Administrator Teresa Sidel, City Finance Officer Karen Wilber, Public Works Superintendent Craig Wagner, Chamber and Economic Development Director Jesse Fonkert and City Engineers Mitch Mergen & Ross Kuchta.

BUSINESS ITEMS:

- **Approve Agenda:** A motion was made by Jones, second by Kuehl to approve the agenda as set - all voted yes, motion carried.
- **Approval of the Minutes:** Regular Meeting Minutes from November 7, 2018 were reviewed. A motion was made by Jones, second by Nelson to approve the November 7, 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: None.

ORDINANCES, RESOLUTIONS, APPLICATIONS AND HEARINGS:

- **7:05 Public Hearing – Liquor License Renewals:** A motion was made by Nelson, second by Brenneman, to approve all liquor licenses as presented – all voted yes, motion carried.
- **2nd Reading of Ordinance #659 – Amend City’s Fines & Fees Ordinance:** Due to changes in State law and changes made by council action, several items in Ordinance #605 – Fines and Fees needs to be updated to reflect the proper amounts. Ordinance #659 amends Ordinance #605. A motion was made by Nelson, second by Kuehl to approve 2nd Reading of Ordinance #659 – Amend City’s Fines & Fees Ordinance – all voted yes, motion carried.
- **1st Reading of Ordinance #660 – Amend City’s Dynamic Braking Ordinance:** The City has received notice that the SD Dot will not replace our “No Dynamic Braking” signage unless our ordinance reflects the proper wording. Ordinance #660 will amend the current dynamic braking ordinance. A motion was made by Kuehl, second by Brenneman approve 1st Reading of Ordinance #660 – Amend City’s Dynamic Braking Ordinance – all voted yes, motion carried.
- **1st Reading of Ordinance #661 – Amend City’s Alcohol Beverage Ordinance:** This past legislative session the State made several changes in the alcoholic beverage laws. In the past, the City’s ordinance has mirrored State law. Now, with the State’s changes, this is no longer the case for two items: Hours of Sale and Age to Sell. Ordinance #661 will amend the City’s ordinance to incorporate the changes made by the State. A motion was made by Nelson, second by Brenneman to approve 1st Reading of Ordinance #661 – Amend City’s Alcohol Beverage Ordinance – all voted yes, motion carried.
- **Resolution 2018-6 – Transfer Pool Funds to General Fund:** Since the Pool Committee is now dissolved, any remaining funds in the Pool Fund need to be transferred to the General Fund. A motion was made by Brenneman, second by Jones to approve Resolution 2018-6 to transfer \$1,964.59 from the Pool Fund to the General Fund – all voted yes, motion carried.
- **Resolution 2018-7 – Transfer Special Assessment Funds to General Fund:** There is a special assessment fund that was set up to receive assessments for payment of the loan on the 2006/2007 street improvement project. At this time all assessments have been received and the loan has been paid off. Any remaining balance in the fund will need to be transferred to the General Fund so the Special Assessment Fund can be closed. A motion was made by Kuehl, second by Jones to approve Resolution 2018-7 to transfer \$418.20 from the Special Assessment Fund to the General Fund – all voted yes, motion carried.

VISITORS:

- **Ben White of HRGreen:** Ben White, who is the project manager on the I-90 Exit 387 Interchange project, was present to discuss the project with the council and answer any questions. There will be a public meeting on Nov 26th 6pm-7:30pm at the Hartford Fire Station. Different layout options for the interchange will be presented and public input will be gathered. This SD DOT project is scheduled for 2025.
- **Matt Evans:** Matt was present to update the council on recent activities. City Engineers Jon Brown & Mitch Mergen attended the November committee meeting. They provided different options and cost estimates for the restrooms/concession stand project. Their next meeting is Dec 9th and they will be putting together information on the sponsorships that they would like to offer. At future meetings the committee will be discussing what their focus will be going forward – just the Sports Complex or expand and work on all sports locations and programs in the community. The Softball Assoc will be purchasing batting cages with the Legends Grant they received. The interview process for the Recreational Director intern position is scheduled to start in Dec. Going forward this committee will be referred to as Hartford Area Sports & Rec and the Sports Complex site will be called Swenson Park.

REPORTS:

- **Fire Department Report:** Fire Chief Bryon Shumaker was present to give a department update to the council. Shumaker reported that Oct had 35 total calls, with 18 in the city limits. Two of the calls were structure fires. An update was given on the various trainings that were held during the month for fire and EMS services.
- **Chamber & Economic Development Director Report:** Director Jesse Fonkert's report was provided to the council for their review. Highlights include: the annual Haunted Hartford Halloween event had a record turnout, the Chamber welcomed new member Modish Designs & Boutique, Optimist International will be setting up a Hartford Chapter, the grand opening for Buffalo Ridge Brewing was well attended with media coverage from several outlets, a new florist plans on opening downtown the week of Valentine's Day.
- **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 work on securing land for a potential treatment facility site. Vandemark Ave Sewer Extension – The grading work is now complete except for some minor repairs. Vandemark Ave Roadway Improvements – Engineers continue to work on final design & construction documents. Swenson Park Grading – The project is complete except for seeding that will occur in the spring. Mickelson Rd Improvements – The contractor is working on punch list items. Approval has been given to start grading within the floodway.
- **Public Works Report:** Public Works Superintendent, Craig Wagner's report was provided to the council for their review. Highlights include:
 - Streets – Gravel road are scheduled to be bladed one more time this fall. Staff will continue to sweep the streets as time allows until the weather changes. The 2004 Payloader will be on auction the second week of Dec. Staff has started to haul in salt sand for the upcoming winter season. Staff will be working on two drainage areas once the ground freezes. Wagner informed the council that the minimum square yardage for the slurry seal project in 2019 is now 20,000. At budget time, figures were presented and approved for roughly 16,000 square yards. The additional yardage is estimated to increase the project cost by roughly \$15,000. A motion was made by Kuehl, second by Nelson to allow Wagner to submit up to 20,000 square yards of streets for the 2019 slurry seal project. An amended motion was made by Kuehl, second by Nelson to allow Wagner to submit up to 22,000 square yards of streets for the 2019 slurry seal project – all voted yes, motion carried.
 - Sewer – Samples will be taken to see if we will be able to discharge.
 - Water: The new water off Oaks has been installed but still waiting on tests to pass. A new meter reading system will be implemented Jan 1st. Staff met with reps and have a plan in place for the transition to the new system.
 - Park – If time allows, staff will be taking a few trees down yet this fall. The soccer nets and bleachers at the Sports Complex have been stored for the winter. The tree has been decorated in preparation for Hometown Christmas on Dec 2nd.
- **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 October 31st, a recap of bills submitted for payment and the calendar of events.
- **City Administrator Report:** City Administrator Sidel's report was provided. Highlights include: Two part time snow removal applicants have been hired for the upcoming winter season, Sidel will be adding the fencing at the Sports Complex on to the City's insurance policy at a cost of \$57 annually. An update was giving on the Transit System. Grant funding is decreasing. To cut costs, days and hours have been cut from the current schedule. The bus is now running in town Mon & Thurs 8am-2pm and Tues to Sioux Falls 8am-2:30pm. The Siouxland Libraries has picked Hartford as a test site to offer patrons access to the library after hours. More details will follow once plans have been put in place.

Mayor Menning arrived at 7:43pm

OLD BUSINESS:

- **Review Price Information of Flashing Speed Signs:** Pricing information on various styles of both fixed and portable signs was reviewed. With the investment that would need to be made, it is the consensus of the council to hold off until the road project is complete next spring. Staff can then get a better idea of the traffic patterns on Mickelson Rd from Western Ave to Hwy 38 to then determine the best option.
- **Re-Address the Transfer of City Property to HADC:** Councilmen Monahan & Kuehl addressed the council with their concerns regarding the motion that was made at the Nov 7th council meeting transferring the City owned lots on South St to the HADC. Both felt that there should have been conditions put on the transfer that would protect the city if any unforeseen circumstances would arise. After discussion, no further action was taken on this issue.

NEW BUSINESS:

- **Consider Payment to Kuehl & Jones for Sports Complex Meetings:** At the time Mayor Menning appointed Kuehl & Jones to the Sports Complex Committee, there was no motion for payment to them for these meetings. Mayor Menning is proposing that Kuehl & Jones be paid for all meetings attended since their appointment and any they attend in the future. A motion was made by Monahan, second by Brenneman to pay Kuehl & Jones for any Hartford Area Sports & Rec meetings attended retroactive to their appointment date where their attendances was recorded in the meeting minutes and to pay for any future meetings they attend. Further discussion was held. Nelson called the vote. Kuehl & Jones abstained with all others voting yes, motion carried. A motion was made by Monahan, second by Nelson to pay Mayor Menning for any Hartford Area Sports & Rec meetings attended retroactive to Kuehl & Jones' appointment date where his attendance was recorded in the meeting minutes and to pay him for any future meetings he attends – all voted yes, motion carried.
- **Discuss the Surplus of City Material – Set Price & Allow Advertising:** Now that the sports complex grading project is complete, the City is left with excess dirt & clay. The City would keep what it needs but the majority could be sold to generate revenue. The current rate per cubic yard for this type of material is \$2 to \$3. A motion was made by Monahan, second by Jones to surplus the excess dirt & clay from the sports complex grading project and to advertise the material for sale at \$2/cubic yard on a first come first serve basis with the buyer being responsible for all loading and hauling of the material – all voted yes, motion carried.
- **Reschedule January 1st City Council Meeting:** The first Tuesday in January is New Years Day, which is a holiday. A motion was made by Nelson, second by Monahan to reschedule the first meeting in January to Wednesday January 2, 2019 – all voted yes, motion carried.

CORRESPONDENCE: None.

EXECUTIVE SESSION: A motion was made Monahan, second by Nelson to enter executive session pursuant to SDCL 1-25-2 (1) for personnel and SDCL 9-34-19 at 8:55pm – all voted yes, motion carried. A motion was made by Kuehl, second by Nelson to exit executive session at 9:49pm – all voted yes, motion carried. A motion was made by Jones, second by Brenneman to give \$200.00 in Hartford Bucks to all full-time and year-round city employees as a holiday gift – all voted yes, motion carried. A motion was made by Monahan, second by Johnson, to grant all full-time and year-round employees longevity pay of \$10.00 per year (post-tax) for each year of employment by the end of December 31 every year – all voted yes, motion carried.

ADJOURNMENT: A motion was made by Monahan, second by Jones to adjourn at 9:51pm – 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