

City Council Meeting – Regular Meeting November 5, 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, Brittany Glanzer and Scott Nelson. 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 Brenneman to approve the agenda as set - all voted yes, motion carried.
- **Approval of the Minutes:** A motion was made by Kuehl, second by Jones to approve the meeting minutes from October 15, 2019 – Nelson abstained with all others voting yes, motion carried.

PUBLIC COMMENTS: None.

APPLICATIONS, HEARINGS, RESOLUTIONS AND ORDINANCES:

- **Special Event Application – Hartford Hometown Christmas:** Lisa Hellvig, on behalf of Hartford Hometown Christmas, submitted a special event application for the Hartford Hometown Christmas event to be held Dec 1st. Activities will be similar to previous years. The committee is requesting the following road closures: Main Ave - 2nd St to Menth St starting at 11am; Main Ave - Hwy 38 to South St starting at 4pm; Oaks Ave – 2nd St to South St starting at 4pm; Railroad St – Main Ave to Western Ave starting at 4pm. All road closures to re-open at the conclusion of the parade. Also requesting use of the city shop for parade coordination along with approval to mark the streets for the 5k route and for the fireworks display along Railroad St. A motion was made by Monahan, second by Nelson to approve the Hartford Hometown Christmas special event permit as applied for and to waive the \$5 permit fee – Glanzer abstained with all others voting yes, motion carried.
- **2nd 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 Jones, second by Brenneman to approve 2nd reading of Ordinance #679 – Key Lock Box System – all voted yes, motion carried.
- **Resolution 2019-14 Transfer Escrow Funds from General Fund to Mickelson Road Fund:** In 2006 the City entered into an agreement with the developers of Kelly Point Addition to escrow street assessment funds for the improvement of Mickelson Road from Patrick Ave and to the east. Now that the Mickelson Road project is complete these escrowed funds, which were deposited into a separate account with the City, need to be transferred to the Mickelson Road project fund to be applied to the project costs. Resolution 2019-14 authorizes the transfer of these funds. A motion was made by Kuehl, second by Brenneman to approve Resolution 2019-14 Transfer Escrow Funds from General Fund to Mickelson Road Fund – Jones abstained with all others voting yes, motion carried.
- **Review Draft of Resolution 2019-15 Amended General Assessment Policy:** A draft of Resolution 2019-15 was reviewed by the council. This resolution updates the City’s general assessment policy by clarifying the assessment rate for different improvements and adding a section that states the payment due date to the City before an assessment would be sent on to the County. It was the consensus of the council to move forward with these updates as presented and have this resolution on the next agenda.

REPORTS:

- **Sheriff’s Department Report:** Deputy Phil Ryan was present to give an update on recent activities within the city. For the month of October there were 275 calls for service. An update was provided on a recent issue at the school. The speed limits at certain areas of town was discussed.

- **Chamber & Economic Development Director Report:** Director Jesse Fonkert was present to provide the council an overview of the HADF's Envision 2024 Campaign, of which a draft was provided to the council for their review. Fonkert extended an invitation to the council to the annual meetings of the Minnehaha County Economic Development Assoc on Nov 7th and the Hartford Area Development Assoc on Nov 13th. The City of Hartford is a finalist for the Community Innovation Award, which will be awarded at the MCEDA annual meeting. On behalf of the group working on the dog park project, Fonkert asked the council their thoughts on the group having a booth at Hometown Christmas to gather public comment/input in regard to Hartford creating a dog park. The council felt this was a good idea.
- **Engineer Report:** Mitch Mergen was present to provide engineer updates. Mickelson Road Improvements – The contractor continues to work on punch list items. Pay application #15 for work completed to date was presented to the council. A motion was made by Jones, second by Monahan to approve pay application #15 to Soukup Construction, Inc. in the amount of \$69,415.73 – all votes yes, motion carried. Vandemark Roadway Improvements – The project is substantially complete and punch list items are being addressed. Pay application #6, which was tabled at the last meeting until items were addressed by the contractor, and #7 for work completed to date was presented to the council. A motion was made by Brenneman, second by Kuehl to approve pay application #6 to Soukup Construction, Inc. in the amount of \$179,923.35 – all votes yes, motion carried. A motion was made by Brenneman, second by Nelson to approve pay application #7 to Soukup Construction, Inc. in the amount of \$62,567.93 – all votes yes, motion carried. Industrial Park Sanitary Sewer Extension – With one easement left to obtain, engineers are hoping to bid the project in Jan/Feb 2020. 9th Street Improvements – Construction documents are being reviewed and updated for bidding. Discussion on the best time to bid the project was held. A motion was made by Brenneman, second by Kuehl to bid the project in Jan 2020 – Monahan voted no with all others voting yes, motion carried.
- **Public Works Report:** Public Works Superintendent Craig Wagner's report was provided to the council. Highlights include:
Streets – Wagner will be compiling the information for next year's slurry seal project, which is due to the City of Sioux Falls by Dec 20th. Staff continues to work on prepping the '14 Ford replacement truck for service. Once complete, they will work on replacing the service box on the Dodge truck. Blading and sweeping are being done as needed. The sidewalk repairs along Mickelson Road for this year is complete.
Water – The contractor has finished the water main in Knapps Landing. Samples have been taken and passed.
Sewer – Staff will be rebuilding a pump at the main lift station next week. The 4G updated dialer has been installed and activated. At the lagoons, water is being moved from pond #2 to #3. Hoping to discharge one more time this fall.
Parks – Restroom have been closed and winterized for the season. Work continues on picking up leaves.
Downtown – The new light poles have arrived. Staff is planning on installing them in the coming weeks.
- **Finance Officer Report:** City Finance Officer Wilber's report was provided to the council. Items included a summary of revenues received in October along with an overview of the city's cash balances, revenues and expenses through September. The November calendar of events was provided.
- **City Administrator Report:** City Administrator Sidel's report was provided to the council. Sidel provided an update on items that need to be completed yet in regard to both the Mickelson Rd and Vandemark Ave street projects. Staff met with engineers to review the City's CIP. Updates will be made and then presented to the council. The City is part of the Sioux Falls Metropolitan Organization. Every 5 year there is a review/update of their long-range transportation plan. Sidel has been asked to sit on an advisory committee for this plan. It will require her to attend a few meetings. Sidel thanked the council for being part of the Joint Jurisdiction meeting that was held on Oct 29th. The P&Z Board will be deciding on a date in January to hold a second meeting. At their Nov 12th meeting the P&Z Board will review an annexation petition on a parcel owned by Hartford Township. The title insurance on the City owned lot at Main Ave & Menth St has been received and is being reviewed by the City Attorney. Once approved, we will move forward with the warranty deed that will transfer the lot to the HADF. The Softball Assoc has ordered the new scoreboard for the park. The City continue to advertise for snow removal help. An update was provided on ICAP and the management of the transit bus. ICAP will no longer be managing the program. It will now be under ROCS.

OLD BUSINESS:

- **Discuss Park Recreation Department:** Mayor Menning address the council about possibly implementing a park board. The thought was that this board would work with the community, Hartford Area Sports & Rec and other sporting associations/groups to come up with ideas/plans that would expand and grow the sports & rec programs in Hartford. This board would be the link between these groups/individuals and the city council, bringing ideas forward for consideration. If it was determined that a Director position would be needed, the thought is that this position would be a City employee who would report and/or work closely with this board. Information was

provided on some other area towns that have park boards. It was the consensus of the council to research this idea further. Sidel will gather more information to be presented at the next meeting.

- **Discuss Community Engagement Meeting:** At the Oct 1st meeting the council gave support for the City to host a community engagement meeting. A date of Jan 16th at 7pm was set. Items such as location, meeting format, topics, etc. have yet to be decided.

NEW BUSINESS:

- **Review/Approve Surplus List:** Wagner is requesting to surplus the 1979 Boom Truck and to sell at auction. The City no longer uses this truck and no longer wants to invest the money for needed repairs. A motion was made by Jones, second by Nelson the approve the surplus of the 1979 Boom Truck and authorize City staff to sell via auction or whatever means they see fit – all voted yes, motion carried.

CORRESPONDENCE: None.

EXECUTIVE SESSION: A motion was made Nelson, second by Jones to enter executive session pursuant to SDCL 1-25-2 (1) for personnel at 8:47pm – 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

EXECUTIVE SESSION: A motion was made by Brenneman, second by Kuehl to exit executive session at 9:44pm – all voted yes, motion carried.

ADJOURNMENT: A motion was made by Brenneman, second by Kuehl to adjourn at 9:45pm – all voted yes, motion carried.

Minutes recorded by City Administrator Teresa Sidel.

I, the undersigned, Teresa Sidel, City Administrator 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.

Teresa Sidel, City Administrator