

City Council Meeting – Regular Meeting December 17, 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 Glanzer to approve the agenda as set - all voted yes, motion carried.
- **Approval of the Minutes:** A motion was made by Jones, second by Brenneman to approve the meeting minutes from December 3, 2019 – all voted yes, motion carried.
- **Approval of the Bills:** A motion was made by Brenneman, second by Nelson to approve the bills submitted for payment – all voted yes, motion carried.

PUBLIC COMMENTS: None.

ORDINANCES, RESOLUTIONS, APPLICATIONS AND HEARINGS:

- **7:05 Public Hearing on Vandemark Ave Road Project:** Resolution #2019-18 special assessment roll for the Vandemark Ave street/sidewalk assessment was provided to the council for review. The project costs for street and sidewalk came in at \$139.87 per linear foot, which is higher than the \$100 per linear cap that has been established by the City's assessment policy. Therefore, all abutting property owners are being assessed \$100 per linear foot. Susan Battista was present to inquire about the payment/billing process and timeline. Don Sieverding with Knapps Landing was present. His property, being undeveloped, did not have sidewalks installed. His concern is that he is paying the same \$100 per linear foot as those property owners that got a new sidewalk. Further discussion was held resulting in no changes being made to the roll. A motion was made by Jones, second by Brenneman to approve Resolution 2019-18 and the accompany roll for the Vandemark Ave street & sidewalk assessment – Nelson voted no with all others voting yes, motion carried.
- **2nd Reading of Ordinance #681 – 2019 Supplemental Appropriation:** This ordinance will provide additional appropriations to the City's 2019 budget. A motion was made by Monahan, second by Jones to approve the 2nd reading of Ordinance #681 2019 Supplemental Appropriation which will add \$152,994.71 to the general fund 101 budget; \$1,125,000 to the capital improvement fund 505 budget; \$1,572,728 to the capital improvement fund 506 budget; \$2,256 to the water fund 602 budget; and \$77,846.23 to the sewer fund 604 budget – all voted yes, motion carried.
- **1st Reading of Ordinance #683 – Amend Zoning Regulation #627 Fence Regulations:** The Planning & Zoning Board has reviewed our fence regulations. Current regulations do not adequately address what materials are/are not allowed for fences. Revisions have been made to address this. A motion was made Monahan, second by Nelson to approve 1st reading of Ordinance #683 – Amend Zoning Regulation #627 Fence Regulations. Further discussion was held. Kuehl called the vote. All voted yes, motion carried.
- **Review/Approve Resolution #2019-19 SRF Funding for Western Avenue Sewer Project:** Resolution #2019-19 would authorize the issuance and sale of revenue bonds to finance the Western Ave sewer project. A motion was made by Monahan, second by Brenneman to approve Resolution #2019-19 – 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 Oct had 13 total calls with 4 in city limits and Nov had 27 calls with 11 being in city limits. An update was given on the various trainings that were held for fire and EMS services. The lock box system has been ordered. As Hartford continues to grow, Shumaker assured the council that the department would evolve to handle that growth. The burning of leaves was discussed. It is Shumaker's recommendation that the fire pit ordinance be amended to not allow the burning of leaves.
- **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 Nov, ribbon cuttings were held for Edward Jones and Dave & Co., work has started on the Winter newsletter, ongoing communication with business leads, NCDS has issued a final report on the capital campaign feasibility study, organized groundbreaking for Hartford Building Center. Mayor Menning asked the council thoughts on some possible land that may be available in the downtown area. It is the consensus of the council to move forward and gather additional information for a future meeting. Fonkert requested approval to attend the SD Governor's Conference on Tourism to be held Jan 21st-23rd in Pierre. A motion was made by Nelson, second by Jones to approve Fonkert attending the SD Governor's Conference on Tourism – all voted yes, motion carried.
- **Engineer Report:** Mitch Mergen was present to provide engineer updates.
Mickelson Road Improvements – All punch list items are done, and the project is complete. Change Order #3 was presented to the council. This contract was a unit price-based contract. Now that the project is complete, this change order will adjust quantities on the contract resulting in a credit in the amount of \$81,423.57. A motion was

made by Monahan, second by Jones to approve Change Order #3 – all voted yes, motion carried. Final pay application #16 was presented to the council. A motion was made by Jones, second by Kuehl to approve final pay application #16 to Soukup Construction, Inc. in the amount of \$290,719.03 – all votes yes, motion carried.

Vandemark Roadway Improvements – All punch list items are done, and the project is complete. Change Order #3 was presented to the council. This contract was a unit price-based contract. Now that the project is complete, this change order will adjust quantities on the contract resulting in a credit in the amount of \$11,216.68. A motion was made by Brenneman, second by Jones to approve Change Order #3 – all voted yes, motion carried. Final pay application #8 was presented to the council. A motion was made by Brenneman, second by Jones to approve final pay application #8 to Soukup Construction, Inc. in the amount of \$148,630.89 – all votes yes, motion carried.

9th Street Improvements – Construction documents are being prepared for bidding in Jan 2020.

CIP Updates – The CIP is being updated and will be presented to the council at Jan 7th meeting.

Wastewater Treatment Facility – Engineers are preparing for an informational presentation which will be done at the Jan 7th meeting.

The contract for 2020 miscellaneous (force account) services was presented to the council. A motion was made by Jones, second by Nelson to approve the engineer contract for 2020 force account services – all voted yes, motion carried.

- **Public Works Report:** Public Works Superintendent Wagner’s report was provided to the council. Highlights include:

Streets – Information has been submitted for the 2020 slurry seal project. Staff replaced the rear seal in the ’06 Chevy. Bedliners have been installed in both ’14 Ford and ’06 Chevy. Wagner will be putting spec together to bid a dump truck in Jan. Traffic counter reports have been compiled. The contractor continues working on cleaning out the drainage areas.

Water – Staff will work on updating the meters throughout the winter.

Sewer – Discharging started last week. Sample result are looking good at this time.

Parks – The new countertops are in and will be installed this winter as weather allows.

- **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 November 30th, a recap of bills submitted for payment and the calendar of events.
- **City Administrator Report:** City Administrator Sidel’s report was provided to the council. Engineers will be presenting the updated CIP and providing an update on the wastewater treatment facility at the Jan 7th meeting. Staff will be working on updating the City’s technical standards. In early January, letters will be mailed regarding the second joint jurisdiction information meeting set for Jan 28th. Staff has met on the procedure for implementing the new lock box ordinance. Employee evaluations have been completed.

NEW BUSINESS:

- **Review Tax Abatement Request on Parcel #58489:** 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 Kuehl, second by Monahan to approve the property tax abatement request submitted on Parcel #58489 – all voted yes, motion carried.
- **Review/Approve 2020 Fire Protection Service Agreement:** A motion was made by Monahan, second by Kuehl, to approve the agreement with Hartford Area Fire & Rescue for 2020 Fire Protection Services – all voted yes, motion carried.
- **Review/Approve 2019 Annual Report Contract from Quam, Berglin & Post, PC:** A motion was made by Jones, second by Monahan, to approve the 2019 Annual Report Contract from Quam, Berglin & Post, PC to perform the City’s 2019 annual report – all voted yes, motion carried.
- **Appointment of Planning & Zoning Members:** Three Planning & Zoning board members terms are expiring at the end of the year - Matt Cain, Brad Miles and Mark Anderson. Miles and Anderson have expressed interest in serving another term while Cain feels it is time to step down. Mayor Menning appointed both Brad Miles and Mark Anderson to a 2year term on the Planning & Zoning Board. A motion was made by Jones, second by Kuehl to approve the Mayor’s appointment of Brad Miles and Mark Anderson to the Planning & Zoning Board – all voted yes, motion carried. Mayor Menning asked the council to contact him with any suggestions for the remaining vacant position, which will be addressed at a later meeting.
- **Mayoral Proclamation:** Longtime Hartford resident Mike Fullenkamp passed away on Dec 12, 2019. In honor of his involvement in the community and his years of dedicated service to the West Central School District, Mayor Menning signed a proclamation proclaiming April 13, 2020 as Mike Fullenkamp Day.

CORRESPONDENCE: Councilman Nelson will prepare a thank you to Hometown Christmas Committee for organizing such a great event.

EXECUTIVE SESSION: A motion was made Monahan, second by Kuehl to enter executive session pursuant to SDCL 1-25-2 (1) for personnel and SDCL 1-25-2 (3) for legal at 8:19pm – 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 Jones, second by Glanzer to exit executive session at 10:04pm – all voted yes, motion carried.

A motion was made by Jones, second by Brenneman to give each year-round employee a Christmas Bonus of \$200 in Hartford Bucks – all voted yes, motion carried.

A motion was made by Monahan, second by Kuehl to approve up to and not exceed \$800,000.00 for Project Blackbird – all voted yes, motion carried.

ADJOURNMENT: A motion was made by Monahan, second by Nelson to adjourn at 10:07pm – 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