

City Council Meeting – Regular Meeting December 18, 2018

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, Travis Kuehl, Jessica Johnson and Scott Nelson. Mark Brenneman was absent without notice. Also present were City Administrator Teresa Sidel, City Finance Officer Karen Wilber, Public Works Superintendent Craig Wagner, Chamber & Economic Development Director Jesse Fonkert, City Attorney Larry Nelson and City Engineer Mitch Mergen.

BUSINESS ITEMS:

- **Approve Agenda:** A motion was made by Monahan, second by Nelson to approve the agenda as set - all voted yes, motion carried.
- **Approval of the Minutes:** Regular meeting minutes from Dec 4, 2018 were reviewed. A motion was made by Monahan, second by Kuehl to approve the meeting minutes from Dec 4, 2018 – Jones abstained with all others voting yes, motion carried.
- **Approval of the Bills:** A motion was made by Monahan, second by Kuehl to approve the bills submitted for payment – all voted yes, motion carried.

PUBLIC COMMENTS: None.

ORDINANCES, RESOLUTIONS, APPLICATIONS AND HEARINGS:

- **1st Reading of Ordinance #656 – Amend Zoning Regulations for Accessory Buildings:** Ordinance #656 would change the City's zoning regulation for accessory buildings as follows: the maximum building size would decrease from 1,200 square feet to 1,000 square feet; setback requirements for buildings over 120 square feet would increase from 5 feet to 10 feet; and add the requirement that the distance between all buildings must be at least 5 feet. A motion was made by Kuehl, second by Jones to approve 1st Reading of Ordinance #656 Amend Zoning Regulation #627 – Accessory Buildings – Monahan voted no with all other voting yes, motion carried.
- **2nd Reading of Ordinance #655 – Amend Zoning Regulation Definitions:** Ordinance #655 would change three definitions in the City's zoning regulations. A motion was made by Monahan, second by Nelson to approve 2nd Reading of Ordinance #655 Amend Zoning Regulation #627 – Definitions – all voted yes, motion carried.
- **2nd Reading of Ordinance #657 – Amend Zoning Regulations for Change of Use Permits:** Ordinance #657 will add a new section to the City's zoning regulations that details the procedure for Change of Use Permits. A motion was made by Monahan, second by Kuehl to approve 2nd Reading of Ordinance #657 Amend Zoning Regulation #627 – Change of Use Permits – all voted yes, motion carried.
- **2nd Reading of Ordinance #663 – 2018 Supplemental Appropriation Ordinance:** This ordinance will provide additional appropriations to the city's 2018 budget. A motion was made by Monahan, second by Nelson to approve the 2nd Reading of ordinance #663 – 2018 Supplemental Appropriation which will add \$721,627.35 to the general fund 101 budget; \$22,283.15 to the sports complex fund 409 budget; \$1,252,000.00 to the capital improvement fund 505 budget; \$17,485.80 to the water fund 602 budget; and \$327,592.00 to the sewer fund 604 budget – all voted yes, motion carried.
- **Resolution 2018-9 - Contingency Fund Transfers:** This resolution would approve the transfer of funds from the city's contingency account to other accounts in the general fund. A motion was made Nelson, second by Jones to approve Resolution 2018-9 to transfer \$3,000 from the city's contingency account to the Finance Office account – all voted, motion carried.

VISITORS: Matt Evans with HASR was present to give the council an update. At the group's December meeting they reviewed their current sponsorship packet and started the process of revamping it. Currently, they are planning on nine different sponsorship levels. All sponsors would get their name displayed at the Sports Complex. Level given would determine the size/placement of name. With the restroom/concession stand project coming in 2019, the topic of donated labor and supplies was briefly discussed. The Sports Complex Procedure Committee will be discussing this further.

REPORTS:

- **Fire Department Report:** Fire Chief Bryon Shumaker was present to give a department update to the council. Shumaker reported that Nov had 23 total calls, with 12 in the city limits. 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, recapping activities and projects for both the Chamber and HADF, was provided to the council for their review. A power point

presentation provided a recap of what has been accomplished in Hartford over the past year. Fonkert also provided a list of economic development goals for 2019.

- **Engineer Report:** Mitch Mergen was present to provide engineer updates: Waste Water Treatment Facility – Landowners discussions are still ongoing. Vandemark Ave Sewer Extension – The project is completed except for some fine grading & ditches which will be done in spring 2019. Vandemark Roadway Improvements – Engineers continue to work on final designs. Mickelson Road Improvements – The contractor will do additional grading work as the weather allows. The box culvert will be installed in spring 2019. The 2019 Force Account Agreement was provided to the council for their review. A motion was made by Nelson, second by Johnson to approve the 2019 Force Account Agreement for engineering services – all voted yes, motion carried.
- **Public Works Report:** Public Works Superintendent, Craig Wagner’s report was provided to the council for their review. Highlights include:
 - Streets – The old payloader sold at auction last week. After commissions are paid, the city will net right around \$56,000. Wagner provided two quotes for a new skid steer – one from Puthoff Repair Sales & Service for a Gehl and one from RDO Equipment for a John Deere. The Gehl price came in lower and they offered a higher trade in allowance. A motion was made by Jones, second by Nelson to purchase the Gehl skid steer from Puthoff Repair Sales & Service for a total, after trade in, of \$29,975. Further discussion was held regarding the base price, the add on features and the trade allowance. Jones called the vote. All voted yes, motions carried.
 - Water – The new main off Oaks Ave is now on-line.
 - Sewer – A blower went down at the lagoons. Wagner has a new one on order. Staff was able to start discharging and should be done next week.
 - Sports Complex – Staff is hauling dirt for the future building site as time allows.
 - Trees – Five trees in the park and four boulevard trees have been cut down. The stump grinding will be completed in the spring.
- **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. Highlights included the following: Sidel reviewed the changes that the P&Z board are proposing for Ordinance #662 which will make changes to zoning regulations for off-street parking. Information was provided on the SDML Rib Dinner event for those wanting to attend. A candidate for the Recreation Director position has been interviewed. Meetings continue with the committee working on the procedure agreement between the City and HASR.

OLD BUSINESS: None.

NEW BUSINESS:

- **Review/Approve Agreement between City of Hartford & Kelly Point Partners:** The agreement between the City and Kelly Point Partners was provided to the council. This agreement spells out what each party will be responsible for in the modification of City owned Lot A, which is in a restrictive deed area. The agreement states that the City will work with the US Army Corp of Engineers to seek approval to do the work and bare any costs associated with that. If approved, Kelly Point Partners will complete the dirt work to reshape/reseed and bare any costs associated with that. A motion was made by Monahan, second by Jones to approve the agreement between City of Hartford & Kelly Point Partners – all voted yes, motion carried.
- **Review/Approve 2018 Annual Report Engagement Letter:** A motion was made by Monahan, second by Nelson, to approve the engagement letter and allow Quam, Berglin & Post, PC to perform the City’s 2018 annual report – all voted yes, motion carried.
- **Review/Approve 2019 Animal Control Service Contract:** A motion was made by Monahan, second by Nelson, to approve the 2019 contract with the Sioux Falls Area Humane Society for animal control services – all voted yes, motion carried.
- **Review/Approve 2019 Fire Protection Service Agreement:** A motion was made by Monahan, second by Jones, to approve the agreement with Hartford Area Fire & Rescue for 2019 Fire Protection Services – all voted yes, motion carried.

CORRESPONDENCE: Thank you cards will be sent to the following: to the Hometown Christmas Committee for all their work on this year’s successful event; to the City of Sioux Falls for providing the dump passes for this year.

EXECUTIVE SESSION: A motion was made Monahan, second by Kuehl to enter executive session pursuant to SDCL 1-25-2 (1) for personnel, SDCL 1-25-2 (3) for legal and SDCL 9-34-19 at 8:25pm – all voted yes, motion carried. A motion was made by Monahan, second by Kuehl to exit executive session at 9:21pm – all voted yes, motion carried.

A motion was made by Nelson, second by Kuehl to transfer 18 acres in the Swenson Addition (Lot 4) to the Hartford Area Development Corporation for economic development – all voted yes, motion carried. A motion was made by Kuehl, second by Jones to authorize Stockwell Engineers to design, plan and cause the construction of a sewer main to the Swenson Addition contingent that the city receives an acceptable amount of funding from the Local Infrastructure Improvement Program – all voted yes, motion carried.

EXECUTIVE SESSION: A motion was made Monahan, second by Nelson to enter executive session pursuant to SDCL 1-25-2 (1) for personnel at 9:25pm – all voted yes, motion carried. A motion was made by Monahan, second by Nelson to exit executive session at 10:16pm – all voted yes, motion carried.

A motion was made by Jones, second by Nelson to extend an employment offer to candidate #4 for the Recreational Director position at a pay rate of \$18.50 per hour – all voted yes, motion carried. A motion was made by Kuehl, second by Jones to budget funds from the general fund for incidental expense for the Recreational Director position not to exceed \$5,000.00 – all voted yes, motion carried.

ADJOURNMENT: A motion was made by Monahan, second by Nelson to adjourn at 10:18pm – 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