

City Council Meeting – Regular Meeting February 18, 2020

Mayor Jeremy Menning called the meeting to order at 7:00pm at Hartford City Hall with the following city council members present: Arden Jones, Travis Kuehl, Brittany Glanzer and Scott Nelson. Mark Monahan and Mark Brennehan were absent with notice. 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 Nelson to approve the meeting minutes from February 4, 2020 – all voted yes, motion carried. A motion was made by Jones, second by Glanzer to approve the meeting minutes from February 9, 2020 – all voted yes, motion carried.
- **Approval of the Bills:** A motion was made by Nelson, second by Kuehl to approve the bills submitted for payment – all voted yes, motion carried.

PUBLIC COMMENTS: None

ORDINANCES, RESOLUTIONS, APPLICATIONS AND HEARINGS:

- **Resolution 2020-1: Appointment of Applicant Agent for the Hazard Mitigation Grant Program:** At the Jan 21st meeting, Sidel informed the council of FEMA grants that would be available as a result of FEMA declaring Minnehaha County a disaster area due to the Sept storms & flooding. These grants would be for items that would better prepare communities for future disasters. If approved, FEMA would pay 85% of the cost with the applicant covering the remaining 15%. As discussed, Sidel is proceeding with the grant to purchase two generators for our lift stations. The HASR has had discussions regarding the need for a concession stand/restroom building at the Sports Complex. If this building is designed to the specification required to be a storm shelter as well, it would qualify for this grant. It was the consensus of the council that Sidel apply for this project as well. Resolution 2020-1 was present to the council. This resolution designates Sidel, as City Administrator, to sign any documents required as part of the application process. A motion was made by Nelson, second by Kuehl to approve Resolution 2020-1 Appointment of Applicant Agent for the Hazard Mitigation Grant Program – 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 Jan had 29 total calls with 12 in city limits. An update was given on the various trainings that were held for fire and EMS services.
- **Chamber & Economic Development Director Report:** Director Jesse Fonkert's report, recapping activities for both the Chamber and HADF, was provided to the council. Highlights: four new members joined the Chamber in Jan, Central States Mfg Care hosted the Jan Mixer, working on 1st quarter newsletter, had a successful burger battle challenge with close to 1,000 ballots cast, held ribbon cutting for Minnehaha Messenger, along with NCDS launched Envision Hartford 2024 Campaign, continues to work on project leads, and attendance at various meetings/events.
- **Engineer Report:** Mitch Mergen was present to provide engineer updates.
9th Street Improvements – The bid opening for this project was on Feb 5th. Six bids were submitted with low bidder being Zacharias Construction, Inc. at \$531,803, which is lower than engineer estimate of \$661,000. A motion was made by Nelson, second by Jones to award the 9th Street Improvement project to Zacharias Construction, Inc. – all voted yes, motion carried.
Industrial Park Sanitary Sewer Extension – Final design is underway with bid documents expected to be complete by mid-February.
Ruud/Opal Lane Intersection Improvements – A proposal for engineer services for the repairs needed to the intersection of Ruud and Opal Ln was presented to the council. A motion was made by Jones, second by Kuehl to approve the proposal in the amount of \$34,900 – all voted yes, motion carried.
Swenson Park Sports Complex FEMA Storm Shelter – With the decision to move forward with the FEMA grant for a storm shelter building, there will need to be some plans and information compiled for the application process. A proposal for these services was presented. A motion was made by Kuehl, second by Jones to approve the proposal in the amount of \$1,450 – all voted yes, motion carried.

- **Public Works Report:** Public Works Superintendent Wagner's report was provided to the council. Highlights include:
Streets – Staff continues to open up inlets to allow running water to drain. Staff hauled approx. 120 ton of salt/salt sand last week to replenish supplies. The bid letting on the slurry seal project is Feb 20th. The maintainer is in for repairs and should be done next week. The boom truck is on auction until Feb 20th.
Water – Staff plans to change out meters at the time they do the sump pump appointments this spring.
Sewer – Monthly reports have been sent. Samples will be taken in the spring to see if we can discharge.
Park – Wagner continues to look for a field drag for the Sports Complex. Gillespie's quoted \$14,321.98 for a new Hustler mower. The quote included trading the 2015 Hustler mower. A motion was made by Nelson, second by Kuehl to approve the mower quote from Gillespie's in the amount of \$14,321.98 – all voted yes, motion carried.
Turtle Creek – The naming of Turtle Creek is one step further. Wagner expects the naming to be finalized this fall.
- **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 Jan 31st and a recap of bills submitted for payment. The City's Equalization Board meeting will be Mar 18th at 7pm. Appeal forms, which are now available at City Hall, need to be submitted no later than Mar 12th. The calendar of events was provided.
- **City Administrator Report:** City Administrator Sidel's report was provided to the council. Sidel reminded the council of the upcoming SDML District 3 meeting in Vermillion on Mar 19th. Once the Fire Dept has everything in place to switch to the new lock box system, Sidel will notify affected business/facilities. As part of the Long-Range Transportation Planning, There will be a public meeting on March 25th from 5:00-6:30pm at the Hartford Fire Station to get feedback from the public.

OLD BUSINESS:

- **Sponsorship Request by HASR:** BJ Olson, on behalf of the HASR, was present to provide the council an update on their recent meeting with Great Plains Sponsorship (GPS). HASR is proposing that GPS be hired to help raise funds through fundraising & sponsorships to complete the Swenson Sports Complex. HASR feels that now is the time to tackle this. With the high usage of the Sports Complex that is planned for this season, the group feels there is good momentum and that a campaign like this would be successful. Olson is estimating that this campaign would cost no more than \$40,000 and is proposing to use City committee funds. A motion was made by Nelson to approve payment of a \$40,000 retainer to GPS from HASR committee funds and that GPS would provide quarterly reporting to the council on the campaign. Motion failed for lack of second. Further discussion was held on the details – would there be a contract, how would the money flow, what would be the City's involvement, is now the right time with the HADF 5-year capital campaign just starting. It was the consensus of the council that they need more information before they can make a decision. They requested that Olson provide a proposal from GPS and a proposal from another like vendor to be presented at the next council meeting.

NEW BUSINESS:

- **Approve Surplus List:** Earlier this year, 5 new chairs were purchased for the staff table in the council room. The old ones need to be surplus. We will keep and use them at the Maintenance Building. This month a new mosquito fogger was purchased. The old one, which has had on-going issues, will need to be surplus. We will offer to donate to other communities for parts. A motion was made by Jones, second by Nelson to approve the surplus list as presented – all voted yes, motion carried.

CORRESPONDENCE: None

EXECUTIVE SESSION: A motion was made Jones, second by Glanzer to enter executive session pursuant to SDCL 1-25-2 (1) for personnel and SDCL 1-25-2 (3) for legal at 8:07pm – 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 Nelson to exit executive session at 9:46pm – all voted yes, motion carried.

A motion was made by Jones, second by Glanzer to accept the resignation of Chamber and Economic Development Director Jesse Fonkert with regret and well wishes – all voted yes, motion carried.

A motion was made by Kuehl, second by Nelson to begin advertising for the Chamber and Economic Development Director position immediately – all voted yes, motion carried.

ADJOURNMENT: A motion was made by Glanzer, second by Jones to adjourn at 9:48pm – 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