

City Council Meeting – Regular Meeting, February 20, 2018

Mayor Jeremy Menning called the meeting to order at 7:00 p.m. at Hartford City Hall with the following city council members present: Arden Jones, Mark Brenneman, Travis Kuehl, Ryan Horn and Scott Nelson with Mark Monahan arriving at 7:45p.m. Also present were City Administrator Teresa Sidel, Public Works Superintendent Craig Wagner, City Engineer Mitch Mergen and Chamber and Economic Development Director Jesse Fonkert.

BUSINESS ITEMS:

Approve Agenda: A motion was made by Kuehl, second by Horn, to approve the agenda as set – all voted yes, motion carried.

Approval of the Minutes:

- Regular Meeting Minutes from February 6, 2018 were reviewed by the council. A motion was made by Jones, second by Brenneman, to approve the February 6, 2018 regular meeting minutes – all voted yes, motion carried.
- Special Meeting Minutes from February 9, 2018 were reviewed by the council. A motion was made by Nelson, second by Horn, to approve the February 9, 2018 special meeting minutes – all voted yes, motion carried.

Approval of the Bills: A motion was made by Horn, second by Nelson to approve the bills submitted for payment – all voted yes, motion carried.

VISITORS:

Justin Kjellsen – Discussion of Firework Sales within City Limits: Justin Kjellsen was present to ask the city council to consider allowing the sale of fireworks within the city. Currently, city regulations prohibit the sale of fireworks and an ordinance change would be required to allow this. Discussion regarding sales tax revenue, state regulations and application process was held. A motion was made by Nelson, second by Kuehl, to have the City Administrator draft an ordinance to allow the sale of fireworks within city limits – all voted yes, motion carried.

REPORTS:

Fire Department Report: Fire Chief Bryon Shumaker was present to give a fire department update to the city council. Shumaker reported that January had 17 total calls, with 10 in the city limits. An update was given on the various trainings that were held in January and February. Councilman Nelson did ask Chief Shumaker his opinion on firework sales within the city – Chief Shumaker did not foresee any issues as long as all regulations are followed.

Chamber and Economic Development Director Report: Director Fonkert gave the city council an update on various items being worked on or held by the Chamber and HADC. Highlights from the Chamber include the organization of a District 9 Legislative Coffee, which was held on February 3rd with good public attendance; a ribbon cutting for The Goat's grand reopening; and the scheduling of Chamber events through August. The HADC is finalizing daycare request for proposals, which are due March 1st and it was noted that Project Artemis is on hold indefinitely. Other events include: A ribbon cutting for Brad Hanisch on February 28th, the Chamber is holding a Cyber Security Seminar on March 6th, a membership mixer is planned for March 22nd and the HADC will be holding a planning retreat on March 9th. It was noted that the Commerce and Coffee with Cindy Heiberger on February 22nd has been postponed. The Director also gave the council his input on his goals for 2018.

- **Discussion of Lots along South Street:** The city owned lots along South Street were discussed. Currently these lots are in the floodplain and to allow any future development upon them, fill dirt would be required to bring them above the base flood elevation. The council discussed the need to bring them out of the floodplain and how much fill and type of fill this would require. It was the consensus of the council to have our city engineers shoot some elevations and provide the council a figure on the amount of dirt needed and cost amount to bring these lots out of the floodplain.

City Engineer Report: Mitch Mergen with Stockwell Engineers gave an engineer update. Work continues on the Swenson Grading Project and Mickelson Road Project, with anticipated bid date in April for both. The city is waiting for the contractor to complete the remaining punch list items on the Mike Franken Trail this spring. Miscellaneous engineer work includes: Updates on the city design and technical standards, CUP updates, plan reviews and a map of ROW vacation.

Public Works Report:

- **Streets** – Sioux Falls has accepted the low bid from Missouri Petroleum Products on the 2018 Slurry Seal project, which includes a bid of \$77,881.01 for Hartford. Public Works Superintendent Craig Wagner

noted that this is below the city's budget amount of \$90,000. He has asked the city council to consider including Mundt Avenue from 4th Street to Highway 38 with this year's slurry seal project, stating that this could prolong the life of this street a few more years.

- **Approve Slurry Seal Bid:** A motion was made by Nelson, second by Kuehl, to approve the Hartford low bid of \$77,881.01 from Missouri Petroleum Products for the 2018 slurry seal project and include Mundt Avenue from 4th Street to Highway 38 – all voted yes, motion carried.

Snow removal is going well and the city plans to bring in additional salt sand next week. All equipment is working well. Quotes on a new payloader are still being gathered.

- **Water & Sewer** – ISO information has been completed. The pumps at the main lift station have all been repaired. The last pump will be installed this week so we have all 3 pumps working again. The bar screen has been serviced as well. The city was able to discharge one of our ponds last month. We will continue to sample and monitor the other two ponds. A pump in the north lift station went down but has been repaired. The staff continues to exercise water valves and service hydrants.
- **Parks** – The soffits at the main restroom are being replaced, a few of the dog waste containers have been erected and Neil and Jesse have completed recertification for spraying.
- **Public Buildings:** Inventory as been completed and estimates for city hall were obtained.
- **Meetings:** Wagner has been attending meetings with the state regarding the I-90 interstate exchange. The state also has future plans for including turning lanes along Highway 38 through town.

Finance Officer Report: Audra Sternke was not present but provided the finance officer reports for council review.

City Administrator Report: Administrator Sidel reported that she is working with the school on the Arbor Day tree for the 3rd grade class. An application has been submitted to the City of Sioux Falls for landfill passes. The planning and zoning board continue to work on sub-division regulation updates. The city will need to vacate a portion of 2nd street and the Mayor will be signing the agreements on behalf of the city for the Mickelson Road Project on Friday.

OLD BUSINESS:

Discuss Sewer along N Vandemark Avenue: The city council once again discussed proposed sewer improvements along N Vandemark. A new development is planned along N Vandemark and sewer will be needed to service all the lots proposed. A motion was made by Nelson, second by Kuehl to have our engineers draft a proposal for sewer along N Vandemark between 9th street north to city limits – all voted yes, motion carried. Councilman Brenneman expressed concerns with traffic increasing along Par Tee Drive when this new development starts and wants the city to continue to move forward with ROW acquisition for a street improvement project along N Vandemark. Don Sieverding was present to support the improvements and believes a land acquisition is possible. The City Administrator will continue to work on this item.

NEW BUSINESS:

Approve Surplus List: City staff presented a list of inventory items that are no longer useful to the city and can be surplus. A motion was made by Monahan, second by Horn to surplus the items presents by staff and discard the items at the City Administrators and Public Works Superintendent discretion – all voted yes, motion carried.

Billboard Rates: The City Council reviewed the city's current advertising rates for billboards. Discussion centered around the advertising rates for west face billboards due to the trouble with finding tenants. A motion was made by Monahan, second by Nelson to adjust the rental cost of the west face billboards to reflect a rental fee of \$150 per month for a full size (12x48) billboard and spread the deposit cost over a 5-month period – Monahan, Jones, Horn and Nelson voted yes, with Brenneman and Kuehl voting no – motion passed. A motion was made by Monahan, second by Nelson to present the new rates to existing west face tenants and allow them to either extend their current lease for another 3 years at the new rate or finish their current lease tern with the new rate. Additional discussion was held and Kuehl motioned to call the vote – Nelson and Monahan voted yes, with Horn, Kuehl, Jones and Brenneman voting no – motion failed.

Sports Complex Discussion: Discussion was held with the council regarding funding for future facility improvements to the sports complex for water and electrical. Discussion was also held regarding funding for a full-time city position to assist and coordinate activities through the city. Sports Complex Committee chairman, Matt Evans and vice-chairman, BJ Olson were also present to address questions and update the council on committee discussions on future improvements.

- **Funding for Grading Project:** A motion was made by Monahan, second by Horn to table funding for Sports Complex Grading until the next city council meeting on March 6, 2018 -all voted yes, motion carried.
- **Funding for Water:** The sports complex committee would like the council to expense \$15,000 for water improvements. A motion was made by Jones, second by Nelson, to allocate \$15,000 from the Sports Complex Fund for water improvements to the sports complex facility. An amended motion from Jones, second by Nelson was to allocate \$15,000 from the Sports Complex Fund for water improvements to the sports complex facility with coordination from the City Administrator and Public Works Superintendent – all voted yes, motion carried.
- **Funding for Electrical:** The sports complex committee would like the council to expense \$10,000 for electrical improvements. A motion was made by Jones, second by Brenneman, to allocate \$10,000 from the Sports Complex Fund for electrical improvements to the sports complex facility with coordination from the City Administrator and Public Works Superintendent – all voted yes, motion carried.
- **Funding for Park & Recreation Director:** The sports complex committee would also like the city to create a new position to help facilitate and coordinate activities at the sports complex. Discussion was held regarding pay and job duties. A motion was made by Kuehl, second by Nelson to allocate up to \$50,000 from the Sports Complex Fund for a Park and Recreation Director and have the City Administrator and members of the sports complex committee draft a proposed job description for review by the city council – all voted yes, motion carried.
- **City Position on Sponsorships and Donations:** Discussion was held on how the city wishes to handle donation and sponsorship for improvements to the sports complex. No action was taken and discussion was tabled until the sports complex can draft a proposal for donations and sponsorship to present to the city council.

Discussion of City Trees:

- **Trees at Sports Complex:** At the prior city council meeting, discussion was had regarding if the city should use budget funds for boulevard trees to purchase trees for the sports complex this year. A recommendation from staff was to hold off on any purchase of trees for the sports complex this year due to the pending construction this summer. It was the consensus of the council to discuss trees for the sports complex during the city's 2019 budget meeting.
- **Policy for Boulevard Trees:** Staff has asked the city council to consider adopting a policy for the care and maintenance of boulevard trees. Due to the growing number of boulevard trees and the time and manpower that it takes to maintain these trees, staff is recommending that maintenance of these trees be turned over to the adjoining property owners once the trees are established. Discussion was held regarding what the adjoining property owners can do or not do with the trees and who is responsible for removal of the trees if necessary. It was the consensus of the city council to survey surrounding communities regarding their policy for boulevard trees.

Security Options: The City Administrator presented three quotes on security options for city hall – including security cameras, panic buttons and access controls. The city council discussed the various options. A motion was made by Kuehl, second by Monahan to authorize city staff to hire IntelliPro Security to install 2 security cameras and 3 panic buttons – all voted yes, motion carried.

Review and Discuss Maintenance Fees: A motion was made by Kuehl, second by Brenneman to table discussion of maintenance fees until the next city council meeting – all voted yes, motion carried.

Update on Joint Jurisdiction: A motion was made by Brenneman, second by Kuehl to table discussion of Joint Jurisdiction until the next city council meeting – all voted yes, motion carried.

Adjournment:

A motion was made by Jones, second by Horn to adjourn at 9:58 p.m. – 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, Interim Finance Officer