

## City Council Meeting – Regular Meeting February 4, 2020

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, City Attorney Tom Frieberg and City Engineer Mitch Mergen.

### BUSINESS ITEMS:

- **Approve Agenda:** A motion was made by Jones, second by Kuehl 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 January 21, 2020 – all voted yes, motion carried.

**PUBLIC COMMENTS:** None.

**VISITORS:** The Hartford Area Development Foundation has obtained the services of National Community Development Services (NCDS) to manage their capital campaign. Al Doeve, with NCDS, was present to introduce himself and provide a brief overview about himself, about NCDS, and about the management of the HADF Capital Campaign.

### REPORTS:

- **Sheriff's Department Report:** Deputy Phil Ryan was present to give an update on recent activities within the city. For the month of Jan there were 244 calls for service.
- **Engineer Report:** Mitch Mergen was present to provide engineer updates:
- **Mickelson Road Improvements** – The record drawings for the project are now complete. Stockwell will continue to work on the LOMR application and finalize elevations with FEMA.
- **9<sup>th</sup> Street Improvements** – The bid opening for this project is 2pm Feb 5<sup>th</sup> at City Hall.
- **Industrial Park Sanitary Sewer Extension** – Easement documents were revised and presented to landowners. Agreements are moving forward, and final design work is being done.
- **Public Works Report:** Public Works Superintendent Wagner's report was provided to the council.  
**Streets** – Staff has been working on removing snow from around inlets to allow running water to drain. The bid letting for the 2020 slurry seal project is Feb 20<sup>th</sup>.  
**Water** – A portion of the new meters have arrived. Staff will install as time allows over the winter months.  
**Sewer** – Staff finished moving water from Pond #2 to #3. Samples will be taken in the spring. Monthly reporting will be done next week. There was a sewer backup on 9<sup>th</sup> St this past week. Staff was able to remedy the situation before there was any damage to homes in the area. The block was caused by recycled asphalt in the line which was a result during the construction on Vandemark Ave. Wagner and City engineers will be working with the contractor on getting reimbursed for the expense associated with this.
- **Finance Officer Report:** City Finance Officer Wilber's report was provided to the council. Items included a summary of revenues received in Jan along with an overview of the city's cash balances, revenues and expenses through Dec. The Feb calendar of events was also provided. Wilber has lined up the following individuals to sit on the election board: Marilyn Siemonsma as the election superintendent, Georgia Viereck and Bev Liesinger as election deputies and Christel Schroeder as the alternate. A motion was made by Nelson, second by Monahan to approve the election board appointments - all voted yes, motion carried.
- **City Administrator Report:** City Administrator Sidel's report was provided to the council. Sidel provided information on the upcoming district meetings that are hosted by the SD Municipal League. Our district will meet Mar 19<sup>th</sup> at 6pm in Vermillion. There was a work comp phone audit on Feb 3<sup>rd</sup>. Sidel, working with SECOG, has begun the paperwork to apply for the FEMA grant to obtain two generators. Sidel briefed the council on several upcoming agenda items she is working on.

### NEW BUSINESS:

- **Review Proposal for Field Scheduling/Maintenance in 2020:** City staff has met with both the Hartford Area Softball Assoc (HASA) and the Hartford Area Sports & Rec (HASR) regarding the scheduling & maintenance of city facilities. BJ Olson was present on behalf of HASA. HASA is proposing that they take over all scheduling of the ball diamonds. HASA anticipates much more activity on Hartford's ball diamonds this season with practices, games and tournaments. Maintenance of the fields was also discussed. Currently city staff drags the fields each weekday and for any weekend tournaments, maintenance would be done by city staff based on the field rental agreement/fee that they are paying. At this time, HASA is requesting access to city equipment so they can perform the field maintenance during weekend tournaments. Further discussion was held on who would be authorized to use city equipment, what equipment would be provided and what insurance/waiver paperwork would the city require. It was proposed that only HASA board members, upon signing a waiver and providing insurance coverage, be able to operate the city's 4wheel and drag during weekend tournaments. The scheduling of the

soccer fields was also discussed. This was performed by the HASR prior to the City employing a Recreation Director. Once the Recreation Director was hired, this position took over these duties. Now, in the absence of the Recreation Director position, HASR is asking that the City continue to handle the scheduling of these fields with Matt Evans of HASR assisting as needed. As for maintenance of the soccer fields, Evans would continue to work with Public Works staff on this. A motion was made by Jones, second by Brenneman to approve the 2020 City Field Scheduling Plan for the softball and soccer fields – all voted yes, motion carried. A motion was made by Jones, second by Nelson to draft a waiver for the HASA to be able to utilize city maintenance equipment for dragging ball fields only – all voted yes, motion carried.

- **Sports Complex Sponsorship:** BJ Olson, on behalf of the HASR, addressed the council about their thoughts on HASR furthering conversations with a company that helps organizations with fundraising, securing sponsorships, etc. and the possible use of city committee funds for payment of these services. After further discussion, it was decided to continue talks and obtain more information. There will be a representative at the HASR's Feb 9<sup>th</sup> meeting to discuss further. The meeting is at 7pm at Blue42. All are encouraged to attend. More information will then be presented at a future council meeting.
- **Set 2020 Equalization Meeting Date:** A motion was made by Jones, second by Nelson to set the Equalization Meeting for Wed Mar 18<sup>th</sup> at 7pm – all voted yes, motion carried.
- **Authorize Mayor to Sign Annexation Agreement on behalf of City for City Land Along Hwy 38:** A motion was made by Monahan, second by Nelson to authorize Mayor Menning to sign the annexation agreement to annex city-owned land along Hwy 38 – all voted yes, motion carried.
- **Review/Approve Purchase Agreement for Lots 1-8, Block 4 of Hartford City Proper:** The city attorney has drafted a purchase agreement between the City and Valley Central Coop for Lots 1-8, Block 4 of Hartford City Proper. A motion was made by Nelson, second by Jones to approve the purchase agreement as presented – Monahan voted no with all others voting yes, motion carried.
- **Review/Approve Seasonal Job Descriptions and Pay Scale:** The eight seasonal job descriptions were provided. Minor changes were made from the previous year's descriptions including raising age requirement of the Public Works Assistant from 16 to 17; raising the starting wage of the Public Works Assistant to the new minimum wage amount of \$9.30; and removing the requirement of the pool staff to complete the Lifeguard Training Course. A motion was made by Monahan, second by Brenneman to approve all seasonal job descriptions and pay scale – all voted yes, motion carried.
- **Approve Application for Sioux Falls Landfill Passes:** In the past, in lieu of having a citywide cleanup day, the City has provided free landfill passes to residents. These passes are obtained from the City of Sioux Falls through an application process. A motion was made by Monahan, second by Nelson to approve the application for the Sioux Falls landfill passes for this year – all voted yes, motion carried.

**CORRESPONDENCE:** None.

**EXECUTIVE SESSION:** A motion was made Monahan, second by Jones to enter executive session pursuant to SDCL 1-25-2 (1) for personnel and SDCL 1-25-2 (3) for legal at 7:58pm – 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.

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Karen Wilber, Finance Officer

**EXECUTIVE SESSION:** A motion was made by Brenneman, second by Kuehl to exit executive session at 8:53pm – all voted yes, motion carried.

**ADJOURNMENT:** A motion was made by Monahan, second by Jones to adjourn at 8:54pm – 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.

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Teresa Sidel, City Administrator