

City Council Meeting – Regular Meeting February 5, 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, Jessica Johnson 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 Johnson to approve the agenda as set - all voted yes, motion carried.
- **Approval of the Minutes:** Regular meeting minutes from Jan 15, 2019 were reviewed. A motion was made by Nelson, second by Kuehl to approve the meeting minutes from Jan 15, 2019 – Brenneman abstained with all others voting yes, motion carried. Special meeting minutes from Jan 24, 2019 were reviewed. A motion was made by Kuehl, second by Jones to approve the meeting minutes from Jan 24, 2019 – all voted yes, motion carried.

PUBLIC COMMENTS: Nate Velander, the City's recently hired Recreation Director, was present to introduce himself to the council.

ORDINANCES, RESOLUTIONS, APPLICATIONS AND HEARINGS:

- **7:05 Public Hearing – Buffalo Ridge Brewing Project Application for Retail On/Off Sale Wine License:** Callie Tuschen with Buffalo Ridge Brewing was present to request approval of a retail on/off sale wine license. Currently they hold a malt beverage license which allows them to sell SD farm wines only. Having this license would allow them to expand their wine selection. A motion was made by Jones, second by Nelson, to approve the application submitted by Buffalo Ridge Brewing Project for a Retail On/Off Sale Wine License – all voted yes, motion carried.

VISITORS: Alysia Boysen with Siouxland Libraries was present to give the council an update on what has been happening at the library since they moved to their new location on Main St this past Aug. She also gave a recap of activities being planned for 2019.

REPORTS:

- **Sheriff's Department Report:** Deputy Tyrone Albers was present to give the council an update on recent activities within the city. For the month of Jan there were 188 calls for service and 27 traffic stops.
- **Engineer Report:** Mitch Mergen was present to provide engineer updates: Industrial Park Sanitary Sewer Extension – The topographic survey for the project is in progress. Lot A Deed Restriction – Contracts are in place and work is expected to begin in March. Waste Water Treatment Facility – Discussion with landowners continues. Vandemark Roadway Improvements – Final construction documents are in place. Discussion was held on possibly adding the portion of 9th St between Vandemark Ave and Hwy 38 to the project and an amendment to Stockwell's contract for this work was provided. No action was taken on this item at this time. A motion was made by Brenneman, second by Kuehl for Stockwell to let the project for bid as originally designed – all voted yes motion carried. Mickelson Road Improvements – Installation of the box culvert will begin in the coming weeks. Engineers will be reviewing an extension request submitted by the contractor due to weather and utility delays.
- **Public Works Report:** Public Works Superintendent Craig Wagner's report was provided to the council. Highlights include:
 - Streets** – Staff did some minor repairs to the dump truck. Delivery of the new skid steer is scheduled for the first part of Feb. Slurry seal project bid opening is scheduled for Feb 21st. Wagner continues to look for a used pickup.
 - Water** – The new meters are in and a few are being installed to test the new system.
 - Sewer** – A switch had to be replaced at the main lift station. The Mickelson Rd lift station has some issues with the cold temps but is now resolved. Another blower had to be replaced. Samples were taken and levels are too high to discharge at this time.
- **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 a review of the city's cash balances, revenues and expenses through Dec. As time allows, Wilber has been working on the reports that will be needed for the audit later this year. Mayor Menning appointed Marilyn Siemonsma as the election superintendent, Myra Bornitz and Bev Liesinger as election deputies and Christel Schroeder as the alternate. A motion was made by Nelson, second by Brenneman to approve Mayor Menning's election board appointments - all voted yes, motion carried. The Feb calendar of events was also provided to the council.

- **City Administrator Report:** City Administrator Sidel's report was provided to the council. Nate Velandar, the new Recreation Director, started on Mon Feb 4th. Sidel will be attending the upcoming HASR and Softball Assn meeting with him. Information on the District 3 Meeting, which will be held in Canton on Mar 21st, was provided to the council. With the HADF deciding not to host the city wide clean up event this year, it was the consensus of the council that we offer the landfill passes again. Sidel will contact the City of Sioux Falls about the passes.

OLD BUSINESS: None.

NEW BUSINESS:

- **Sports Complex Improvements:** Matt Evens with HASR was present to discuss improvements at the Sports Complex. First on their list is a restroom/concession stand building. Stockwell presented a construction estimate. Further discussion was held regarding project costs, timelines, accepting donated materials and bidding procedures. It was the consensus of the council that the HASR Procedural Committee look at all the different options for the project and come back to the council with a plan. The next improvement that the group would like to see done would be the addition of sidewalks at the complex. This will be discussed at the next council meeting.
- **West Central Intern for HADF:** Chamber & Economic Development Director Jesse Fonkert was present to discuss an unpaid internship program through West Central School. There is a Senior that is interested in small business, marketing and communications and she would like to intern with the HADF. Fonkert is requesting approval to house the intern in the work room at City Hall. A motion was made by Nelson, second by Kuehl to approve the internship request and to allow the position to be housed at City Hall – all voted yes, motion carried.
- **Review/Approval of Seasonal Job Descriptions and Wages:** The job descriptions for the following seasonal jobs were presented to the council for approval: Swimming Pool Manager, Assistant Swimming Pool Manager, Lifeguard, Park Recreation Program Director, Park Recreation Program Activities Coordinator, Park Recreation Program Assistant, Public Works Assistant and Dump Site Monitor. A motion was made by Nelson, second by Breneman to approve all job descriptions with raises if applicable – all voted yes, motion carried.
- **Review Hours and Days for Yard Waste Disposal Site:** This past year the disposal site operated from the 1st Sat in April thru the 4th Sat in Nov, weather permitting. The days/hours were as follows: Tues & Thurs from 4pm to 8pm and Sat from 9am to 4pm. These hours worked out well. The only concern is when daylight savings ends, and it gets darker earlier. By 8pm, staff would be locking the gate in the dark. It is suggested that we advertise the hours for Tues & Thurs as 4pm to 8pm or dark, whichever is earlier. It was the consensus of the council to make this change.
- **Surcharge for New Water Meter Reading System:** With the new meter reading system, the City will incur a \$.89 per meter per month charge for the cellular service to read each meter. To recoup this cost, it was suggested by staff that a surcharge be implemented on each water account. Discussion was held on adding a surcharge vs increasing water rates. Also, with future plans of building a new waste water treatment facility, discussion was held on a surcharge or increase in rates for sewer also. This topic was tabled to allow city staff and engineers time to compile rate information.
- **Approval of Surplus List:** A list of surplus items was provided to the council. Some items do not work and will be disposed of while others will be offered for sale. A motion was made by Jones, second by Kuehl to approve the surplus list, 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 8:50pm – all voted yes, motion carried. A motion was made by Monahan, second by Nelson to exit executive session at 9:24pm – all voted yes, motion carried.

ADJOURNMENT: A motion was made by Jones, second by Kuehl to adjourn at 9:25pm – 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