

City Council Meeting – Regular Meeting March 19, 2019

Council President Monahan called the meeting to order at 7:00pm at Hartford City Hall with the following city council members present: Arden Jones, Travis Kuehl, Jessica Johnson and Scott Nelson. Mayor Jeremy Menning and Mark Brenneman were absent with notice. Also present were City Administrator Teresa Sidel, City Finance Officer Karen Wilber, Public Works Superintendent Craig Wagner, Recreational Director Nate Velander, and City Engineer Mitch Mergen.

BUSINESS ITEMS:

- **Approve Agenda:** Notification was received from Rickie Kunzweiler, who is listed under the Visitor Section of the agenda, that she is unable to attend the meeting. A motion was made by Jones, second by Kuehl to approve the agenda with the removal of Rickie Kunzweiler - all voted yes, motion carried.
- **Approval of the Minutes:** Regular meeting minutes from Mar 5, 2019 were reviewed. A motion was made by Kuehl, second by Johnson to approve the meeting minutes from Mar 5, 2019 – all voted yes, motion carried.
- **Approval of the Bills:** A motion was made by Nelson, second by Jones to approve the bills submitted for payment – all voted yes, motion carried.

PUBLIC COMMENTS: None.

ORDINANCES, RESOLUTIONS, APPLICATIONS AND HEARINGS:

- **Special Event Permit Application – National Honor Society Miles for Murphy 5k:** The WC High School National Honor Society has submitted special event application to hold a 5k run in honor of counselor Kier Murphy. The 5k would require the use of City streets. A map of the route was provided. A motion was made by Nelson, second by Kuehl to approve special event permit to hold 5k race on city streets on March 30, 2019 from 8am to 12pm with City to provide paint to mark the streets – all voted yes, motion carried.

VISITORS:

- Dave Obenauer was not present.

REPORTS:

- **Fire Department Report:** Fire Chief Bryon Shumaker was present to give a department update to the council. Shumaker reported that Feb had 23 total calls, with 9 in city limits. An update was given on the various trainings that were held during the month for fire and EMS services. The department will be partnering with the Red Cross on May 2nd to hold a smoke detector giveaway/install event. The department will hold a pancake feed on May 19th. Shumaker cautioned all about the impending flooding that is to happen over the weekend into next week.
- **Recreational Director Report:** Director Nate Velander was present to provide the council a recap of items he has been working on during his first month of employment with the City. Items include establishing community relationships, gathering research for a new Hartford Sports & Rec website, implementing social media, providing recommendations/support to HASR committee among other things. Currently there are no fees being charged for the use of City facilities. Velander has done some research and comparisons on what other communities are charging and has put together a proposed public facilities fee schedule. This schedule was provided to the council for their review.
- **Chamber & Economic Development Director Report:** Director Jesse Fonkert's report, recapping activities for both the Chamber and HADF was provided to the council. Fonkert also provided information to the council on a downtown Hartford improvement project. The project would be a 19'x19' mural on the north wall of the Senior Center facing the Library entryway courtyard. The project has a cost estimate of \$7,000. Fonkert is requesting \$2,000 from the Drive to Revive Downtown Committee funds. These funds, along with commitments from both AARP and the Hartford Area Optimist Club, would cover the majority of the costs. Fonkert would also apply for some grants that, if received, would fund the balance of the project. A motion was made by Kuehl, second by Nelson to allocate \$2,000 of the Drive to Revive Downtown Committee funds to the mural project – all voted yes, motion carried.
- **Engineer Report:** Mitch Mergen was present to provide engineer updates: Industrial Park Sanitary Sewer Extension – The survey for the project is complete. Meeting with City staff on preliminary sewer alignments is scheduled for this week. Lot A Deed Restriction – discussing project with the Corps of Engineers. Waste Water Treatment Facility – Discussion with landowners continues. Vandemark Roadway Improvements – The bid opening for the project is schedule for Mar 21st 2pm. Mickelson Road Improvements – Installation of the box culvert is ongoing. The Contractor has submitted a change order request for a contract extension due to delays due to weather and delays from Sioux Valley Electric. Stockwell has reviewed the request and recommends an

extension of 13 days due to weather and 5 days due to scheduling issues with Sioux Valley Energy for a total of 18 days. A motion was made by Nelson, second by Johnson to approve Changer Order #1 from Soukup Construction on Mickelson Road project – all voted yes, motion carried. CIP Updates & Rate Study – work on this is scheduled to begin late-March or April.

- **Public Works Report:** Public Works Superintendent, Craig Wagner’s report was provided to the council for their review. Highlights include:
Streets – The City of Sioux Falls accepted the bid for slurry seal from Intermountain Slurry Seal. A preconstruction meeting will be held in the spring to go over project details. Bumblebee Gibson will be providing a quote for mag water. Staff will be blading gravel roads and patching potholes.
Water – The new meter system is working well. Staff will replace older meters as time allows.
Sewer – The lift station pumps kept up well with recent rains and increased flows. Samples/discharging will be done in the coming weeks.
- **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 Feb 25th, a recap of bills submitted for payment and the calendar of events. A reminder that the Equalization Board meeting is Wed Mar 20th at 7pm with one appeal being heard.
- **City Administrator Report:** City Administrator Sidel’s report was provided to the council. Highlights included the following: Meeting to be held with property owner regarding possible improvements to 9th St . Training has been completed on the new meter reading system. The new system, along with current system, will be used when reading meters for computing the water billings. Sidel has started the interview process for summer help. There are several positions left to fill: lifeguards, public works assistants and a park recreation assistant. Financial information has been sent to the auditor for the 2018 annual report. Sidel gave a big “Thank You” to the City’s public works and office staff for the great job done during the recent rain/flooding event. From cleaning out inlets to managing all the water to fielding phone calls – everyone did their part. Thank you all!

OLD BUSINESS: None.

NEW BUSINESS:

- **South Dakota Association of Code Enforcement Training:** The SD Assoc of Code Enforcement is holding a training conference May 15 & 16th in Pierre. Sidel is requesting the Code Enforcer Bryan Voth attend this training. Based on agenda items for the two days, Voth will only attend on the 15th. A motion was made by Nelson, second by Johnson to approve Bryan Voth’s attendance at the SD Association of Code Enforcement Training on May 15th in Pierre – all voted yes, motion carried.
- **Reschedule of Apr 2nd City Council Meeting:** In order to award the bid for the N Vandemark Road Improvement project at the next council meeting, the meeting would need to be switched to a day/time later than 5pm on Apr 3rd to allow for the proper number of days between the publication of Resolution #2019-2 and the awarding of the bid. A motion was made by Kuehl, second by Nelson to reschedule the Apr 2nd council meeting to Apr 3rd – all voted yes, motion carried.

CORRESPONDENCE: The City received a Thank You card from the Wagner Family for the plant sent for the passing of their mother.

ADJOURNMENT: A motion was made by Jones, second by Nelson to adjourn at 7:47pm – 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