

City Council Meeting – Regular Meeting March 5, 2019

Council President Mark Monahan called the meeting to order at 7:00pm at Hartford City Hall with the following city council members present: Arden Jones, Mark Brenneman, Travis Kuehl, Jessica Johnson and Scott Nelson. Mayor Jeremy Menning was 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:** City Engineer Mergen requested that Change Order #1 for Soukup Construction be removed from the agenda for further review. A motion was made by Kuehl, second by Brenneman to approve the agenda with the removal of Changer Order #1 for Soukup Construction - all voted yes, motion carried.
- **Approval of the Minutes:** Regular meeting minutes from Feb 19, 2019 were reviewed. A motion was made by Nelson, second by Kuehl to approve the meeting minutes from Feb 19, 2019 – all voted yes, motion carried.

PUBLIC COMMENTS:

- Josie Lunde, who is a senior at West Central School and is participating in the school's internship program, was present to introduce herself to the council. She will be interning with the HADF through the remainder of the school year.

ORDINANCES, RESOLUTIONS, APPLICATIONS AND HEARINGS:

- **7:05 Public Hearing – Resolution 2019-2 Resolution of Necessity for N Vandemark Road Improvement Project:** Resolution 2019-2 states the city's intent to make road improvements to N. Vandemark Ave. The resolution states what improvements are proposed, the total cost of those improvement, and that the funding sources to pay for the improvements will be city financed funds and special assessments collected from property owners that abut that portion of N. Vandemark Ave, of which a breakdown is also included in the resolution. Travis Faulhaber of 501 Par Tee Dr. was present to address the council with his questions/concerns. A motion was made by Kuehl, second by Brenneman to approve Resolution 2019-2 – Resolution of Necessity for N. Vandemark Road Improvement – all voted yes, motion carried.
- **2nd Reading of Ordinance #662 – Off Street Parking Amendment:** Ordinance #662 would make changes to the City's off-street parking regulations by adding six new definitions, further clarifying driveway widths and sidewalks, and addressing driveways in commercial and industrial zoned property. A motion was made by Nelson, second by Johnson to approve 2nd Reading of Ordinance #662 Amend Zoning Regulation #627 – Off-Street Parking Regulations – all voted yes, motion carried.
- **Resolution 2019-1 – Request for Joint Jurisdiction with Minnehaha County:** Resolution 2019-1 states the city's intent to establish a joint jurisdiction with Minnehaha County. Once approved, the resolution, along with a map of the joint jurisdiction area, would go to the County for approval. If approved by the County, the city would then have to establish regulations for the joint jurisdiction area. A motion was made by Kuehl, second by Nelson to approve Resolution 2019-1 – Request for Joint Jurisdiction with Minnehaha County – all voted yes, motion carried.

REPORTS:

- **Sheriff's Department Report:** Deputy Phil Ryan was present to introduce himself to the council and give an update on recent activities within the city. For the month of Jan there were 189 calls for service with 38 being traffic stops and 48 being parking violations. With all the recent snowfall events, there have been several tickets issued for obstructing snow removal. Other areas of concern are speeding and stop sign violations. To avoid being cited, please follow all the traffic and parking laws within the City.
- **Engineer Report:** Mitch Mergen was present to provide engineer updates: Industrial Park Sanitary Sewer Extension – The topographic survey for the project is complete and drafting of the survey is underway. Lot A Deed Restriction – Work is expected to begin in March. Waste Water Treatment Facility – Discussion with landowners continues. Vandemark Roadway Improvements – Final construction documents are in place. The project will advertise for bid the week of Feb 28 & Mar 4 with bid opening on Mar 21st. Mickelson Road Improvements – Installation of the box culvert has started and will continue as weather allows. The ninth pay application was submitted for payment of work completed to date. A motion was made by Brenneman, second by Jones to approve pay application #9 to Soukup Construction for \$164,094.30 – all voted yes, motion carried. Engineers will be reviewing a Change Order request from the contractor for a contract extension 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 maintainer. The new skid steer has been delivered. With the amount of snow that the city has received, staff continues to work on clearing intersection corners and widening the streets. The City of Sioux Falls had their bid opening for the 2019 slurry seal project with low bidder being Intermountain Slurry Seal. If accepted, the City's portion would be \$62,359.50. A motion was made by Jones, second by Brenneman to accept the slurry seal bid to \$62,359.50 from Intermountain Slurry Seal contingent on the City of Sioux Falls awarding the bid to them – all voted yes, motion carried.
Park – The paperwork requesting the name of the waterway that runs through Turtle Creek Park be named Turtle Creek has been submitted.
- **Finance Officer Report:** City Finance Officer Wilber's report was provided to the council. Items included a summary of revenues received in Feb along with a review of the city's cash balances, revenues and expenses through Jan. There will be no election this year as all incumbents ran unopposed. Mayor Menning, Councilman Monahan, Jones and Kuehl will all be serving another 2-year term and Councilwoman Johnson will be serving a 1-year term. The Mar calendar of events was also provided to the council.
- **City Administrator Report:** City Administrator Sidel's report was provided to the council. Random sump pump inspections have been completed. Training on the new meter reading system is planned for Mar 12th. The workers compensation audit has been completed. Sidel has submitted the application to the City of Sioux Falls for the 2019 dump passes. A response is expected in the coming month. Sidel is requesting approval to attend the SD City Management Assoc Spring Training Conference in Pierre on April 10th -11th. A motion was made by Nelson, second by Johnson to approve City Administrator Sidel attendance of the SD City Management Assoc conference in Pierre April 10th – 11th – all voted yes, motion carried.

OLD BUSINESS:

- **Consent Agenda:** An example of a consent agenda was provided to the council. Items that are believed to be more straight forward and not requiring discussion are placed on the consent agenda. All other items are placed on the regular agenda. The items on the consent agenda would all be approved in one motion from the council rather than doing each one separately. The concept is that by adopting this type of agenda, the meeting time would be reduced. A motion was made by Brenneman, second by Nelson to adopt the use of a consent agenda. Further discussion was held on how items would be moved from the consent agenda to the regular agenda and how much time during the meeting a consent agenda would actually save. Kuehl called the vote. Nelson, Kuehl and Brenneman voted yes with Jones, Johnson and Monahan voting no – motion failed due to a tie vote.

NEW BUSINESS:

- **Review Toshiba Copier Bid:** The city received one bid of \$50 for the old Toshiba copier that was recently surplus. Discussion was held on the possibility of donating the copier to an organization. A motion was made by Brenneman, second by Nelson to reject the \$50 bid received on the Toshiba copier and for City Administrator Sidel to dispose of as she sees fit – all voted yes, motion carried.

CORRESPONDENCE: None.

EXECUTIVE SESSION: A motion was made Kuehl, second by Johnson to enter executive session pursuant to SDCL 1-25-2 (1) for personnel and SDCL 1-25-2 (3) for legal at 7:45pm – all voted yes, motion carried. A motion was made by Nelson, second by Kuehl to exit executive session at 8:08pm – all voted yes, motion carried.

ADJOURNMENT: A motion was made by Kuehl, second by Johnson to adjourn at 8:09pm – 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