

City Council Meeting – Regular Meeting April 3, 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, Mark Brenneman, Travis Kuehl, Jessica Johnson and Scott Nelson. Arden Jones was 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:** A motion was made by Nelson, second by Monahan to approve the agenda as set - all voted yes, motion carried.
- **Approval of the Minutes:** Regular meeting minutes from Mar 19, 2019 were reviewed. A motion was made by Kuehl, second by Monahan to approve the meeting minutes from Mar 19, 2019 – all voted yes, motion carried. Equalization meeting minutes from Mar 20, 2019 were reviewed. A motion was made by Kuehl, second by Nelson to approve the equalization meeting minutes from Mar 20, 2019 – all voted yes, motion carried.

PUBLIC COMMENTS:

- Gail Olson-Duck was present to address the council. She has concerns about after-hours activities that are taking place in the park in and around the shelter areas. She feels that if lighting were to be installed inside each shelter, that this would help deter some of this mischievous activity and provide added security to the area during the overnight hours. A motion was made by Nelson, second by Monahan to put this item on the next agenda and for Wagner to obtain some cost estimate for different lighting options. Further discussion was held on possibly adding plywood to the roof rafters on the inside of the shelters to close up this area. Another suggestion was to add motion sensors to any new lights installed. Wagner's quotes will include these suggestions. The vote was taken with Brenneman voting no and all others yes, motion carried.
- Monte Shannon was present to express his concerns regarding the condition and activities taking place at 108 N Mundt Ave. City staff assured him that the issues have been addressed with the property owner and tenant and that the City is following its procedure to attempt to rectify the situation. Mr. Shannon was encouraged by the council to continue to report to law enforcement any disruptive or illegal activity that he may see taking place at the property.

ORDINANCES, RESOLUTIONS, APPLICATIONS AND HEARINGS:

- **Special Event Permit Application - SEBA RED-Fundraiser for baseball & Project SOS:** This special event permit is no longer needed as their event will now be held in Sioux Falls.

REPORTS:

- **Sheriff's Department Report:** Deputy Phil Ryan was present to give an update on recent activities within the city. For the month of Mar there were 229 calls for service with 85 being traffic stops. Now that the weather is warming, people tend to leave garage doors open for longer periods of time. Deputy Ryan urged residents to secure their property so as not to fall victim to theft.
- **Recreational Director Report:** Director Nate Velander presented the proposed Public Facilities Fee Schedule to the council for their review. This schedule lays out what fees would be charged for ball fields, park shelters and the amphitheater. A motion was made by Kuehl, second by Brenneman to approve the Public Facilities Fee Schedule as proposed – all voted yes, motion carried. A motion was made by Kuehl, second by Brenneman to allocate any fees received for the use of the Swenson Sports Complex ball fields to the Sports Complex Fund – Monahan voted no with all others voting yes, motion carried.
- **Engineer Report:** Mitch Mergen was present to provide engineer updates: Industrial Park Sanitary Sewer Extension – Preparing easement and moving forward with design work. Lot A Deed Restriction – Working with the Corps of Engineers to determine best approach and preparing a project timeline. Waste Water Treatment Facility – Discussion with landowners continues. Mickelson Road Improvements – Installation of the box culvert has started again now that it has dried up some after recent rains. Vandemark Roadway Improvements – The project bid opening was held on Mar 21st with 5 bids received. The low bidder was Soukup Construction at just under 1.2M. A motion was made by Brenneman, second by Kuehl to award the Vandemark Roadway Improvement project to Soukup Construction at a bid amount of \$1,199,999 – all voted yes, motion carried. Mergen will put together an estimate of the cost to add the portion of 9th St between Vandemark Ave and Hwy 38 to the project.
- **Public Works Report:** Public Works Superintendent Craig Wagner's report was provided to the council. Highlights include:

Streets – The wing has been removed from the maintainer. The sander/truck has been washed and the sander will be removed in the coming weeks. Wagner will be looking at a used truck this week. Staff continues to blade gravel roads and fix frost heaves as needed. Wagner received a quote of \$1.42/gal from Bumblebee Gibson for mag water. A motion was made by Nelson, second by Brenneman to accept the quote of \$1.42/gal from Bumblebee Gibson to apply mag water for the 2019 season – all voted yes, motion carried. Wagner and Deputy Ryan will be reviewing speed limits and stop signs around town and providing any updates to the council for their review.

Park – Staff has started spring cleanup in the parks. Restrooms are scheduled to be open next week, weather permitting. It is the consensus of the council to leave the old bathroom closed for now.

Pool – The pool pump is being rebuild. Once returned, staff will install. In the coming weeks staff will be cleaning the pool and doing any necessary repairs.

Sewer – The lift station pumps are keeping up with the flows. The lagoon is full, but samples are not within limits to be able to discharge. Wagner will be contacting the DNR about this.

- **Finance Officer Report:** City Finance Officer Wilber's report was provided to the council. Items included a summary of revenues received in Mar along with a review of the city's cash balances, revenues and expenses through Feb. The City is still advertising for summer positions of lifeguard and public works assistant. The Summer Park Rec program will run thru the month of June this year. Wilber requested approval to attend the SDML Finance Officer School June 12th – 14th in Pierre. A motion was made by Monahan, second by Nelson to approved Wilber's attendance at SDML Finance Officer School – all voted yes, motion carried. The Apr calendar of events was also provided to the council.
- **City Administrator Report:** City Administrator Sidel's report was provided to the council. The auditors continue to work on the City's annual report. A billboard lease agreement has been sent out for billboard #1. If received back, it will come before the council for approval. A recap on P&Z board activities include: the board is awaiting direction from City Attorney and County Attorney on the next steps in the joint jurisdiction process; the board will start the review process to get updated to the 2018 International Building code; the board will be looking a possible changes to the City's zoning ordinance to allow Z lots within the city.

OLD BUSINESS: None

NEW BUSINESS:

- **Mayoral Planning & Zoning Appointment:** Mayor Menning recommends the appointment of Brad Miles to fill the vacancy on the Planning & Zoning Board left by Bob Bender's resignation. A motion was made by Kuehl, second by Nelson, to approve the Mayor's appointment of Brad Miles to the Planning & Zoning Board for the remainder of the 2019 term – all voted yes, motion carried.
- **Approval to Maintain Fire Department and HADC Property:** To be covered for insurance and workers compensation purposes, City staff would need to be directed by the council to do work in any non-city owned property. A motion was made by Nelson, second by Kuehl to allow City staff to perform general property maintenance on property owned by the Hartford Area Fire Dept and Hartford Area Development Foundation – all voted yes, motion carried.
- **Approval of FTA Required Transit Coordination Plan:** Every five years ICAP needs to provide a coordination plan to the Federal Transit Authority. With the plan due this year, the City's portion will be approximately \$1,500 which has been budgeted. A motion was made by Monahan, second by Brenneman to approve funding for the FTA Required Transit Coordination Plan – all voted yes, motion carried.
- **Drainage within South Main Addition:** Paula Hawks, who resides at 405 Tessa Ave, has expressed concerns about the drainage in the rear yard of her property. With the lots behind her house being undeveloped and the grading of those lots not yet complete, the water is pooling in her yard and not flowing to the drain inlet to the north of her property. Last fall the City went in and cut a drainage channel to help the situation. The City will monitor this area through the spring to make sure the water is draining as it should.

CORRESPONDENCE: None.

EXECUTIVE SESSION: A motion was made Monahan, second by Nelson to enter executive session pursuant to SDCL 1-25-2 (1) for personnel and SDCL 1-25-2 (3) for legal at 8:30pm – 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

EXECUTIVE SESSION: A motion was made by Kuehl, second by Nelson to exit executive session at 8:57pm – all voted yes, motion carried.

A motion was made by Monahan, second by Nelson to give Rhonda Kuchta a \$.25 merit raise, effective the next pay period, based on recent training received on the City's new meter reading system – all voted yes, motion carried.

ADJOURNMENT: A motion was made by Monahan, second by Nelson to adjourn at 8:58pm – 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, City Administrator