City Council Meeting – Regular Meeting, May 1, 2018

Mayor Jeremy Menning called the meeting to order at 7:00 p.m. at Hartford City Hall with the following city council members present: Mark Monahan, Arden Jones, Mark Brenneman, Travis Kuehl, Ryan Horn and Scott Nelson. Also present were City Administrator Teresa Sidel, Public Works Superintendent Craig Wagner, City Attorney Larry Nelson, City Engineer Mitch Mergen and Chamber and Economic Development Director Jesse Fonkert.

BUSINESS ITEMS:

Approve Agenda: A motion was made by Horn, second by Jones, to approve the agenda as set – all voted yes, motion carried.

Approval of the Minutes:

Regular Meeting Minutes from April 17, 2018 were reviewed by the council. A motion was made by Nelson, second by Horn, to approve the April 17, 2018 regular meeting minutes – all voted yes, motion carried.

ORDINANCES, RESOLUTIONS, APPLICATIONS AND HEARINGS:

7:05 Hearing for 1st Reading of Ordinance #653: The city's planning and zoning board has been working with the city engineer and staff to revise the city's current sub-division regulations. They have approved a proposed revision to the city council. This revision was presented to the council by the city engineer, Mitch Mergen. Mergen reviewed the changes to the varies article in the proposed sub-division regulations. The process for development is similar to the city's current process but the requirement for an assurance agreement will be replaced with a requirement for a construction agreement, that must be obtained before any work can be done on site in a development. Specifics of this new construction agreement were also reviewed by the council. A motion was made by Nelson, second by Kuehl to approve 1st reading of ordinance #653-an ordinance to adopt the 2018 revised subdivision regulations for the City of Hartford – all voted yes, motion carried.

2nd Reading of Ordinance #652: Don and Stacey Sieverding have submitted a re-zone application for their new development – "Knapp's Landing". Currently the land is zoned NRC (Natural Resource District) and they would like to re-zone it to R (Residential) in order to move forward with their housing development. A motion was made by Nelson, second by Monahan to approve 2nd Reading and Adoption of Ordinance #652 - the rezoning of Tract 1, County Auditors Subdivision SW ¼ (EX S 504.7') of 15-102-51 of Hartford City Unplatted from Natural Resource District to Residential – all voted yes, motion carried.

REPORTS:

Sheriff Department Report: Minnehaha Sheriff Deputy Tyrone Albers gave the council an update on service calls within the Hartford area. He noted that he has been reminding contractors about city regulation for parking on the street as the summer construction season begins. Discussion was also held regarding vandalism and other issues within the parks.

City Engineer Report: Ross Kuchta with Stockwell Engineers gave the council an update on the Mickelson Road project – all the agreements and easements are in place, the notice to proceed has been given to Soukup Construction and a pre-construction meeting was held on April 26th with all concerned parties. The contractor is beginning with signage, clearing brush and top soil and installing erosion control devices. A bi-weekly update will be available at city hall, by email and posted on the city's website. Mitch Mergen noted the following: Jon Brown with Stockwells has begun work on possible wastewater treatment locations; the Vandemark sewer project is under design and construction documents should be completed in early May; bid opening for Swenson Park grading is scheduled for May 11th; and punch list items for the Mike Franken Trail will be reviewed and completed this spring. Mergen also gave the council an update on force account work.

Public Works Report: Public Works Superintendent, Craig Wagner, provide the council with an update on various projects and items that are happening within the city.

- Streets – Mag Water application is planned for mid-May. Gravel road are bladed as needed and time allows. The city will be cleaning the street this week. Boulevard trees are being planted this week and the 3rd grade tree for Arbor Day was planted in Humboldt this year. Wagner attended a kick off meeting for the planned I-90 bridge interchange – he noted that studies are being conducted and a representative will come before the city council in June to give an update on the 2025 planned project.
- Water – A possible leak was detected in the Western Meadows Addition but it is believed to be ground water at this time.
- Sewer – The city lagoons are full so the city has begun discharging.

- Park – The parks are being cleaned up and the restrooms are open.
- Sports Complex – The city will begin the water project this week and plans for the electrical are still being considered. There was some damage to the fencing that the city will need to repair.
- Pool – Preparations for the pool season have begun. There is work being done on the fencing, tiles and paint.
- Public Works Assistant – Wagner has interviewed an applicant for the open public works assistant position.

Finance Officer Report: City Administrator Sidel gave the council an update on the city's cash balances, revenues and expenses. Sidel has been working on new employment forms for summer help, malt beverage renewals, payroll for staff and council, receipts and month-end reports. Advertisement has begun for the open finance officer position, with an application deadline of May 11th. A calendar of events was also provided.

City Administrator Report: City Administrator Sidel reported on the following: Easement papers needed for the Vandemark Sewer Project have been sent to Roger Haugo for signature; a hiring update was provided to the council for summer employees; and the employee manual committee will be doing a final review of proposed revisions that will come before the city council at their next meeting. The council was also provided information on the steps required for public improvements.

OLD BUSINESS:

New Facility for Siouxland Libraries: On April 17th, the City Council was presented information regarding the possible re-location of the Siouxland Library from the West Central School building to the Gage House (Senior Center). This move would allow increase school security, increase community hours and allow for additional programs. It was noted that the space in the Gage House would be smaller, but library staff does not feel that this is a concern since they can rotate the collection easily. Jodi Fick and Alysia Boysen talked on behalf of the library move, along with DaNann Kistler. Lois Kaiser and Melvin Dieken also talked in support of the move to the Gage House. A motion was made by Monahan, second by Nelson to move forward with the proposed library re-location to the Gage House/Senior Center – all voted yes, motion carried.

Discuss Potential Traffic Issues along Par Tee Drive: On April 17th the City discussed correspondence received from the homeowners along Par Tee Drive. These citizens expressed concerns regarding possible traffic issues as development and traffic increases. Wagner looked into various control methods for traffic and speeding – it is his recommendation that the city utilize the speed trailer, additional signage, and increase law enforcement. It was the consensus of the council to move forward with Wagner's recommendations.

Mickelson Road Project – Additional Loan Debt: Since construction bids came in lower than anticipated, the city is looking at needing a $650,000 additional loan for the Mickelson Road Project. The city can either move forward with a rural development guarantee loan or a direct loan through a local bank. Proposals were presented to the council. Discussion was held regarding the terms, interest rates, fees and regulations required by rural development. A motion was made by Monahan, second by Kuehl to secure a 20 year loan with Reliabank at the quoted interest rate and terms – all voted yes, motion carried.

NEW BUSINESS:

Hire Recommendation for Year-Round Code Enforcer: Sidel interviewed 3 candidates for the open year-round code enforcer position. Hire recommendation was for Bryan Voth. A motion was made by Nelson, second by Jones to hire Bryan Voth as year-round code enforcer for the city at $15.00 per hour – all voted yes, motion carried.

Mayoral Appointments: Official Newspaper, Official Health Care Facility, and Official Depositories: Mayor Menning appointed the Official Newspaper as the Minnehaha Messenger to the Council. A motion was made by Monahan, second by Horn, to approve the appointment of the Minnehaha Messenger as the official newspaper of the city – all voted yes, motion carried. Mayor Menning appointed the Official Health Care Facility as the Sanford Clinic of Hartford to the Council. A motion was made by Horn, second by Monahan, to approve the appointment of the Sanford Clinic of Hartford as the official health care facility of the city – all voted yes, motion carried. Mayor Menning appointed the Official Depositories for the city as Great Western Bank, Reliabank, US Bank and First National Bank of Sioux Falls to the Council. A motion was made by Kuehl, second by Brenneman, to approve the appointment of Great Western Bank, Reliabank, US Bank and First National Bank of Sioux Falls as the official depositories of the city – all voted yes, motion carried.

CORRESPONDENCE:

Tree City USA: The Arbor Day Foundation has named Hartford as "Tree City USA" for the 26th year in a row. A press release has been sent to the Minnehaha Messenger for publication. The city receives this status by having a

tree board, a tree care ordinance and budgeting funds for tree care, maintenance and planting. The city also provides boulevard trees each year and plan a tree planting on Arbor Day with our 3rd grade students.

Executive Session: A motion was made by Horn, second by Nelson to enter into executive session pursuant to SDCL 1-25-2 (3) for legal at 8:50 pm – all voted yes, motion carried. A motion was made by Jones, second by Nelson to exit executive session at 8:53 pm – all voted yes, motion carried.

Adjournment:
A motion was made by Jones, second by Horn to adjourn at 8:54 p.m. – all voted yes, motion carried.

Minutes recorded by City Administrator/Interim Finance Officer, Teresa Sidel.

I, the undersigned, Teresa Sidel, City Administrator/Interim 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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Teresa Sidel, City Administrator/Interim Finance Officer