

City Council Meeting – Regular Meeting, May 15, 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 and Travis Kuehl. Scott Nelson was absent with notice and Ryan Horn gave notice of arriving late. Also present were City Administrator Teresa Sidel, Public Works Superintendent Craig Wagner, City Engineers Mitch Mergen and Ross Kuchta and Chamber and Economic Development Director Jesse Fonkert.

BUSINESS ITEMS:

Approve Agenda: Jeff Thurn requested that he be removed from this agenda and moved to the next council agenda. A motion was made by Monahan, second by Brenneman to approve the agenda as set with the removal of Jeff Thurn under visitors - all voted yes, motion carried.

Approval of the Minutes:

Regular Meeting Minutes from May 1, 2018 were reviewed by the council. A motion was made by Kuehl, second by Jones to approve the May 1, 2018 regular meeting minutes – all voted yes, motion carried.

Approval of the Bills: A motion was made by Monahan, second by Jones to approve the bills submitted for payment – after questions from the council, all voted yes, motion carried.

ORDINANCES, RESOLUTIONS, APPLICATIONS AND HEARINGS:

- **Resolution 2018-4 – Amend the Major Street Plan in Hartford’s Comprehensive Plan:** In hopes to achieve orderly growth, the City has directed SECOG to update and expand the Major Street Plan in Hartford’s Comprehensive Plan. By expanding the city’s Major Street Plan, the city will expand their platting jurisdiction. Under recommendation of the Planning and Zoning Board, Resolution 2018-4 will expand the city’s Major Street Plan. A motion was made by Kuehl, second by Brenneman to approve Resolution 2018-4, a resolution adopting an amendment to the Comprehensive Plan for the City of Hartford as provided for in SDCL Chapter 11-6 – all voted yes, motion carried.
- **7:05 Hearing – Retail Malt Beverage License Renewals:** CC&F Retail Inc., The Goat LLC, Heart T Stop, Inc., Empire Productions, LLC, and Hartford Inns, LLC have all submitted applications to renew their Retail Malt Beverage Licenses (RB licenses). A motion was made by Brenneman, second by Monahan to renew the applications submitted – all voted yes motion carried.
- **7:10 Hearing – New Retail Malt Beverage License for Olson Oil Company:** Olson Oil Company has been selling malt beverages under an off-sale malt beverage license (PB license) but due to a change in the legislative session this year, PB licenses are no longer available so they have submitted an application for a new retail malt beverage license (RB). A motion was made by Monahan, second by Kuehl to approve Olson Oil Company’s retail malt beverage license (RB) application – all voted yes, motion carried.
- **7:12 Hearing – New Retail Malt Beverage License for Dolgen Midwest LLC:** Dolgen Midwest LLC has submitted an application for a retail malt beverage license (RB). They have been selling under an off-sale malt beverage license (PB) but due to the legislative changes this year, they are applying for a new retail malt beverage license (RB). A motion was made by Kuehl, second by Monahan to approve Dolgen Midwest LLC’s retail malt beverage license (RB) application – all voted yes, motion carried.
- **7:14 Hearing – New Retail Malt Beverage License for Stomping Grounds Inc.:** Stomping Grounds Inc. has submitted an application for a retail malt beverage license (RB). They have been selling under an on-off sale malt beverage/on-off sale SD farm wine license (BW) but due to the legislative changes this year, BW licenses are no longer available either. They are applying for a retail malt beverage license (RB). A motion was made by Monahan, second by Kuehl to approve Stomping Grounds Inc retail malt beverage license (RB) application – all voted yes, motion carried.
- **2nd Reading and Approval 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. A motion was made by Kuehl, second by Brenneman to approve second reading and adoption of Ordinance #653 – An ordinance adopting the 2018 Revised Subdivision Regulations for the City of Hartford, South Dakota – all voted yes, motion carried.
- **Resolution 2018-5 – Hartford Design Standards and Technical Standards:** The city’s design standards and technical standards are a supplement to the city’s subdivision regulations. They too have been reviewed by the Planning and Zoning Board and city staff. After minor changes, the P&Z Board is recommending approval of resolution 2018-5 to updated these documents. A motion was made by Kuehl, second by Brenneman to approve Resolution 2018-5, a resolution adopting Engineering Design Standards and Technical Standards for the City of Hartford, South Dakota – all voted yes, motion carried.

REPORTS:

Chamber and Economic Development Director Report: Director Fonkert gave the city council an update on various items being worked on or held by the Chamber and HADC. Highlights from the Chamber include the organization of forum event to discuss the West Central Opt Out; organizing a ribbon cutting for the new dog waste stations donated by the Girl Scouts; completing the Chamber newsletter; and working with the staff for 605 Magazine to highlight tourist attractions in Hartford. The HADC has awarded 3 local businesses signage improvement grants. They continue to work on a new brewery, new daycare and community library facility. The Director also attended several area events and meetings and is helping possible new and existing businesses in Hartford.

Fire Department Report: Fire Chief Bryon Shumaker was present to give a fire department update to the city council. Shumaker reported that April had 16 total calls, with 8 in the city limits. An update was given on the various trainings that were held during the month for fire and EMS services. The department's May 6th pancake fundraiser went well and had over 800 attendees.

City Engineer Report: Mitch Mergen gave an update on various engineer projects throughout the city. Stockwells are investigating potential sites for a future sewer treatment plant and are working with the city attorney on proposed landowner agreements. Ross Kuchta gave the council an update on the Mickelson Road Project. Currently the contractors are doing dirt work and preparing the roadway area. Rain last week put a stop to some of the work but the project is still on schedule. They hope to start utilities next week. Contractors for the Mike Franken Trail plan to finish the punch list items within the next 2 weeks, weather permitting. Mergen also gave the council an update on various force account work.

- Vandemark Avenue Sewer Extension: Plans for the Vandemark Sewer Extension have been finalized and reviewed by staff. Engineers would like to start advertising with council approval. Don Sieverding approved the council and inquired about the project deadline date – Sieverding also gave the council and update on his development plans for Knapp's Landing. A motion was made by Monahan, second by Kuehl to advertise for the Vandemark Avenue Sewer Extension Project – all voted yes, motion carried.
- Swenson Park Sports Complex Grading – Phase 2: Bids for the Swenson Grading were opened on May 11th with RMS Drainage & Excavation as the low bidder. Low bid for the Gross Base Bid (Grading project) was \$509,783.11 – their bid for Alternate #1 (Hauling and placing dirt at the South Street lots) was \$34,354.56. A motion was made by Monahan, second by Jones to award the Base Bid and Alternate Bid #1 to RMS Drainage & Excavation for \$544,137.67 – Monahan, Jones, and Brenneman voted yes, with Kuehl abstaining – motion did not pass due to the fact that 4 votes are needed on any vote in order to pass it per city ordinance.

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 – A preconstruction meeting date for the city's slurry seal project is yet to be set. A small application of mag water will be done this coming week, with a full application late May or early June. The streets have been swept for the first time this spring. Equipment is running good except for some repairs are needed in the Gator steering. The boulevard trees have all been planted. Emerald Ash Borer has been discovered in north Sioux Falls so we may have some effected city trees – more discussion on this will be held at a later date. The city has been working with the contractors in the Crosswood Development regarding some drainage issues and a final inspection was completed on the Colton Road bike trail.
- Water – The city plans to finish the water main at the sports complex the next week or two.
- Sewer – The lift station is working well and we have stopped discharging the lagoons.
- Park – The city has been cleaning up and mowing the parks. There has been some shelter work and painting. We have also had some vandalism in the parks and issues with a pool break-in.
- Sports Complex – The city is moving forward with the water service and electrical at the sports complex. Repairs to the fencing will be evaluated this week by American Fence.
- Pool – The pool has been painted and filled. We should be ready to open on the 22nd.
- Review of payloaders bids: Wagner presented the council various bids received on a new payloaders for the city. Council reviewed and discussed pricing, bid laws and bidding entities. A motion was made by Monahan, second by Brenneman to table this item until the next city council meeting – all voted yes, motion carried.

Finance Officer Report: City Administrator Sidel gave the council an update on the city's cash balances and sales tax revenue. They were also provided with a breakdown of committee funds and given a highlight of expenses for the month. Sidel has been working on gathering information for the 2017 audit – the city's audit will be performed on May 30th & 31st. Employment paperwork for all seasonal employees is being gathered and updated. A calendar of events was also provided. The council discussed the proposed process for hiring of the finance officer. It was decided that a candidate review committee will conduct the initial application reviews and interviews, then the top candidates will come before the entire council for final selection. Mayor Menning and City Administrator, Teresa Sidel will be on this committee, along with the appointment of Mark Monahan and Mark Brenneman from the city

council. A motion was made by Kuehl, second by Jones to approve the appointment of Monahan and Brenneman to the 2018 finance officer hiring committee – all voted yes, motion carried.

City Administrator Report: City Administrator Sidel reported on the following: All part-time personnel have been hired. The new code enforcer is expected to start next week. The application deadline for the finance officer position was Friday, May 11th. The city staff and Mayor hosted tours of city hall and the city shop for our 1st and 2nd graders on Monday. Plans for the re-location of the community library are underway and draft agreements have been sent to legal for review. Sidel also noted that she would like to turn maintenance of the city website and Facebook page to Jesse Fonkert and hopes to present a social media policy for the council to review and approve within the next couple of months.

NEW BUSINESS:

Reschedule of June 5th City Council Meeting: The City Council has agreed to allow the county to hold all their elections in city hall. Since this year is an election year, the primary election falls on June 5th, which is a regularly scheduled council meeting. The council meeting will need to reschedule their June 6th meeting. A motion was made by Monahan, second by Jones to reschedule the June 6, 2018 city council meeting to Wednesday, June 6, 2018 – 7pm, to allow the use of city hall for the primary election – all voted yes, motion carried.

Council Member Horn arrived at 8:31pm

Review of Proposed Revisions to the Employee Policy Manual: A six-member committee comprised of the Mayor, 2 council members and city staff have been meeting to review the city's employee manual. A revised employee manual was presented to the council for review and approval. Sidel provided an explanation of the proposed changes and discussed the significant ones. A motion was made by Monahan, second by Jones to adopt the May 15, 2018 Revised Employee Manual effective May 20, 2018 – all voted yes, motion carried. A motion was made by Monahan, second by Jones to grant City Administrator, Teresa Sidel, an additional 40 hours of vacation per year above her entitled vacation leave as long as she holds the same position – all voted yes, motion carried.

Review Draft Job Description for Recreational Director: A proposed job description for a Recreational Director was presented and reviewed by the council. Suggested duties and possible duties were discussed, along with pay, hours of work, work location, supply budget and office equipment. A few revises to the job description were discussed and it was the consensus of the council to place on the next meeting agenda.

CORRESPONDENCE:

Secretary Award for Drinking Water Excellence: For the 13th consecutive year, the City of Hartford has successfully met all the requirements of the Safe Drinking Water Act and has been awarded the Secretary's Award for Drinking Water Excellence. Craig Wagner, Neil Hanisch and Jesse O'Kane are all certified operations specialists for the city.

Adjournment:

A motion was made by Brenneman, second by Kuehl to adjourn at 9:22 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.

Teresa Sidel, City Administrator/Interim Finance Officer