

City Council Meeting – Regular Meeting, June 19, 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, Travis Kuehl, Ryan Horn and Scott Nelson. Mark Brenneman was absent with notice. Also present were City Administrator Teresa Sidel, Public Works Superintendent Craig Wagner, Chamber and Economic Development Director Jesse Fonkert, and City Engineers Mitch Mergen and Ross Kuchta.

BUSINESS ITEMS:

- **Approve Agenda:** A motion was made by Horn, second by Monahan to approve the agenda as set - all voted yes, motion carried.
- **Approval of the Minutes:** Regular Meeting Minutes from June 6, 2018 were reviewed by the council. A motion was made by Monahan, second by Jones to approve the June 6, 2018 regular meeting minutes – all voted yes, motion carried. The minutes from the June 13, 2018 special meeting were reviewed. A motion was made by Monahan, second by Horn to approve the June 13, 2018 special meeting minutes – all voted yes, motion carried.
- **Approval of the Bills:** A motion was made by Horn, second by Nelson to approve the bills submitted for payment – after questions from the council, all voted yes, motion carried.

ORDINANCES, RESOLUTIONS, APPLICATIONS AND HEARINGS:

- **2nd Reading of Ordinance #654:** Brad Glazier has submitted an application on behalf of Lorri Lanpher to change the zoning at 303 W 3rd Street (Lot 1&2 of Gabbert's Addition), which is at the corner of W 3rd and Western Avenue, from Residential to Community Commercial. First reading was held on June 6th and failed. Applicants indicated that their plans have changed and they no longer desire the rezone. A motion was made by Monahan, second by Nelson to deny second reading of Ordinance #654 for the rezone of Lot 1&2 of Gabbert's Addition to the city of Hartford - Horn called the vote – all voted yes, motion was approved and the rezone denied.

Visitors:

- **John Wiegand:** John Wiegand with HR Green addressed the council. The State plans to reconstruct Exit 387 along Interstate 90 in 2025. HR Green is the project manager and consultant. Wiegand gave the council an overview of process. Currently they are doing a study to collect data and identifying needs. Once the study is done, they will review plans, develop a concept, evaluate alternatives and recommend a plan to the state. There is a public input meeting planned for 6pm on June 28th at the Hartford Fire Station and a future stakeholder meeting is also planned for those property owners that may be directly impacted by this project.
- **Matt Evans:** Matt Evans addressed the council on behalf of the sports complex. He thanked the council, city staff, Travis Electric, Tom Sebert, Paul Anderson and Sioux Valley Energy for their assistance with getting the water and sewer to the complex. He also thanks Craig Wagner and Teresa Sidel for their help with both projects and work on the Recreational Director position. Evans noted that the committee had a booth at Jamboree Days and held a 50/50 raffle. During this event, a community member offered a monetary donation for a scoreboard. BJ Olson addressed the council and stated that the softball tournament held at the sports complex over Jamboree Days was also a success. They had 650 that attended with 8 teams. He received many positive comments regarding the good fields and the water and electrical improvement definitely contributed to the success of the tournament. Mayor Menning thanked both Evans and Olson for their contributions.

REPORTS:

- **Chamber & Economic Development Director Report:** Director Jesse Fonkert gave the council an update on his activities. The Chamber hosted their May mixer at Buss CPA, the marketing committee worked on advertisement for Jamboree Days and rolled-out a new logo, attended the Mid-American Chamber Executives Conference, assisted with the ribbon cutting for ChiroSport and welcomed 2 new chamber members. Fonkert counties to work with the HADC – he organized the ground breaking for Mickelson Road, attended an economic development seminar hosted by Sioux Valley Energy and worked with several people regarding new development within the Hartford area. He also gave a list of area meetings he attended and upcoming events.
- **Fire Department Report:** Fire Chief Bryon Shumaker was present to give a fire department update to the city council. Shumaker reported that May had 23 total calls, with 13 in the city limits. They are starting to see an increase in grass fires and reminds everyone to use screen covers on firepits. An update was given on the various trainings that were held during the month for fire and EMS services. The department also participated in Jamboree Days.

- **Engineer Report:** Mitch Mergen and Ross Kuchta were the city engineers present. Mergen stated that they continue to work on the future waste water facility, along with development reviews and construction administration. Bid Opening for the Vandemark Sewer Extension Project was held on June 8th, with no bids received. Mergen has been in contact with area contractors to negotiate a price for the service but the consensus is that they are too busy to meet the project deadline of August. The council discuss rebidding the project for either this year or next and how this would affect development in that area. A motion was made by Monahan, second by Nelson to rebid the project with the completion date extended to November 30, 2018 – all voted yes, motion carried. Grading contract for Swenson Park have been executed and a pre-construction meeting will be held shortly. Kuchta gave the council a progress update for the Mickelson Road Project – utility work continues, along with grading work. Punch list items for the Mike Franken Trail should be completed within the next 2 weeks.
- **Public Works Report:** Public Works Superintendent, Craig Wagner, provide the council a brief update on various projects and items that are happening within the city.
 - Streets** – Mag water has been applied to the gravel roads. The slurry-seal coating is tentatively planned for the end of June. Some discussion was held regarding quotes for a new payloador. Jake Williams with Titan Equipment and Austin Morken with Butler addressed the council with varies options available. Wagner was asked to have each company that submitted a quote attend the next council meeting to present purchasing options to the council.
 - Park** – The new playground equipment was delivered to the city this past week. The city staff was busy preparing the city parks for Jamboree Days
 - Water & Sewer:** Sports complex water main was completed. The lagoons are in good shape but some aeration diffusers need to be fixed. Enzymes have been ordered for odor control.
 - Sports Complex:** The water and electrical project was completed. Repairs to the fencing will be scheduled for this fall.
 - Emerald Ash Borer:** Wagner noted that he has been in contact with state officials and has confirmed that we can still accept tree branches from Hartford residents as long as those branches are transported within the quarantine area. Wagner also plans to take an inventory the Ash Trees within the city parks and boulevard areas – more discussion will be held by the council regarding saving or cutting down the trees before budget time.
 - Tree Branch Disposal:** The city has been approached by James Anderson about grinding the branches from our yard waste disposal site. He would like to grind the branches at our lagoon site and then haul them away at his own expense. This would save the city time and money from burning and hauling away the ashes. A motion was made by Horn, second by Nelson to allow James Anderson to grind the tree branches at the lagoon site and haul the chips away at no expense to the city – 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. A calendar of events was also provided.
- **City Administrator Report:** City Administrator Sidel also noted that the new playground equipment was delivered and that she has been in contact with the city’s insurance company to discuss any possible liability issues. Sidel also noted that the discharge of fireworks is allowed on July 2nd-5th from 10am to 11pm. The city has had one firework sales application picked-up but it has not been approved to date.

OLD BUSINESS:

- **Review Draft Job Description for Recreational Director and Consider Advertising for the position:** The City Council reviewed a proposed job description for a seasonal Recreation Director. Input was received from Matt Evans and Terry Hagen. A motion was made by Kuehl, second by Monahan to approve the job description as presented – all voted yes, motion carried. Additional discussion about the position was held regarding pay rate, budget for equipment and supplies, hours of work and work location. A motion was made by Kuehl, second by Nelson to advertise for a Seasonal Recreation Direction to work up to a maximum of 1040 hours a year, with a pay rate of \$15.00 - \$25.00 per hour depending on experience – all voted yes, motion carried. A motion was made by Kuehl, second by Horn to budget up to \$5,000 out of the general fund for office supplies and equipment for the Recreational Director – all voted yes, motion carried.

NEW BUSINESS:

- **Review City Agreement with Siouxland Libraries:** The council reviewed a proposed operating agreement between Siouxland Libraries and the City of Hartford for the future community library that will be relocated to the Senior Center. Both parties agree to relocate the community library to the senior center, with hours of operation set by Siouxland. The city will provide the library room, the city will pay for the remodel of the room, the concrete outside the door for the book return, provide ADA parking (which is

already on the street), and make sure there is adequate lighting and signage. The city will also ensure there is heating, cooling, security and maintenance – all of which are addressed in the city's agreement with the senior center. Siouxland will provide any furnishings, equipment needed for the library services, the staffing, automation services, and library materials. All revenues go to Siouxland. The agreement is perpetual but will be evaluated annually and can be terminated by either party upon 6 months' notice. A motion was made by Monahan, second by Nelson to approve the operating agreement between Siouxland Libraries and the City of Hartford – all voted yes, motion carried.

- **Review/Approve City Agreement with Senior Center:** The council reviewed the proposed facility agreement between the Hartford Senior Center and the City of Hartford for the future community library. This basically establishes a rental and maintenance agreement for the facility between the City and Senior Center. The senior center provides the room, utilities, lighting, garbage service, inside maintenance of the building and insurance. The city agrees to do the necessary remodel of the interior and exterior of the building for the library, provide signage needed for the library, provide the outside ground maintenance (snow removal & mowing), provide a place for the book return and pay a monthly rent of \$300. A motion was made by Monahan, second by Jones to approve the facility agreement between the Hartford Senior Center and the City of Hartford – all voted yes, motion carried. With approval of the agreements, the city can begin remodel work on the senior center. A motion was made by Monahan, second by Horn to have city staff be the general contractor on the remodel project and take quotes to move forward with the project in a timely manner – all voted yes, motion carried.
- **Transit Consolidation for Grant Purposes:** Currently ICAP (InterLakes Community Action Partnership) manages the city's transit system, along with several other transit systems in the area. Each system depends on state and federal grants to help fund the service so ICAP submits the grant paperwork on behalf of each city. The state is looking at ways to consolidate their administrator services for the grants and has come to ICAP asking if they would be willing to consolidate their transit systems under ICAP's blanket for grant purposes. ICAP has asked if the city is willing to allow ICAP to apply for the grants under their name - the city should see no changes in control to our system. A motion was made by Monahan, second by Kuehl to allow ICAP to apply for all transit grants under their name, with the City of Hartford still providing our local match for the transit system – all voted yes, motion carried.
- **Colonial Life Benefits:** Colonial Life offers supplemental insurance benefits. They have asked if the city would allow them to offer their policies to our employees through a pre-tax plan. Participation is entirely up to the employee and there is no cost to the city. A motion was made by Nelson, second by Monahan, to allow Colonial Life as an insurance option to all full-time city employees – all voted yes, motion carried.
- **Discuss Issues with vandalism and security:** Due to the recent vandalism and burglaries, the council discussed various security options for the park and the city. Input and suggestion from staff and Deputy Albers was received. Closing the skatepark was a topic of discussion due to the activities surrounding the skatepark and the condition of the facility. A motion was made by Monahan, second by Horn to have city staff close and remove the skatepark equipment – all voted yes, motion carried. Discussion was also held regarding increasing sheriff presence and patrol within Hartford. The council reviewed and discussed proposals for increase patrol hours with the county, along with securing the restrooms in the park at night and possibly closing the park earlier. Captain Walsh with the Minnehaha County Sheriff Department will be invited to attend the next city council meeting for further discussion. Staff is asked to provide options for utilizing the former skatepark area and park improvements.

Correspondence: The City Council would like to thank all the participants and volunteers that helped make this year's Jamboree Event a success.

Executive Session: A motion was made by Horn, second by Nelson to enter into executive session pursuant to SDCL 1-25-2 (1) for personnel and SDCL 1-25-2 (3) for legal at 9:57 pm – all voted yes, motion carried. A motion was made by Horn, second by Kuehl to exit executive session at 10:40pm – all voted yes, motion carried.

A motion was made by Kuehl, second by Jones to add 5 additional vacation days for 2018 to the employment offer extended to candidate #2 for the finance officer position – all voted yes, motion carried.

Adjournment:

A motion was made by Jones, second by Horn to adjourn at 10:42 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