

City Council Meeting – Regular Meeting September 17, 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, and Brittany Glanzer. Arden Jones was absent with notice. Scott Nelson arrived at 7:05pm. Also present were City Administrator Teresa Sidel, City Finance Officer Karen Wilber, Public Works Superintendent Craig Wagner, Chamber & Economic Development Director Jesse Fonkert, Recreation Director Nate Velander and City Engineer Mitch Mergen.

BUSINESS ITEMS:

- **Approve Agenda:** A motion was made by Kuehl, second by Brenneman to approve the agenda as set - all voted yes, motion carried.
- **Approval of the Minutes:** A motion was made by Brenneman, second by Glanzer to approve the meeting minutes from September 3, 2019 – all voted yes, motion carried.
- **Approval of the Bills:** A motion was made by Kuehl, second by Monahan to approve the bills submitted for payment – all voted yes, motion carried.

PUBLIC COMMENTS: None.

- **VISITORS:** Pool Manager Amy Sebert was present to give the 2019 end of season report for the pool. She recognized all the lifeguards and assistant managers that staffed the pool this year. Swimming lessons were offered twice during the season and were well attended. Passes sold included 236 family and 103 individuals in addition there were 20 pool parties booked. Barb Thaler was a great help with training and conducting drills throughout the summer. She also extended a thank you to city staff, in particular Neil Hanisch. All their help is instrumental on having a successful season.

ORDINANCES, RESOLUTIONS, APPLICATIONS AND HEARINGS:

- **2nd Reading of Ordinance #678 – 2020 Appropriations:** Ordinance #678 is the ordinance that outlines the 2020 budget that was voted on by the Council at the August 26, 2019 special budget meeting. A motion was made by Brenneman, second by Monahan to approve 2nd reading of Ordinance #678 – 2020 Appropriations – all voted yes, motion carried.

REPORTS:

- **Fire Department Report:** Fire Chief Bryon Shumaker was present to give a department update to the council. Shumaker reported that August had 34 total calls with 15 in city limits. They responded to one structure fire, which fortunately was knocked down very quickly and there were no injuries. An update was given on the various trainings that were held for fire and EMS services. The community day event held on Aug 24th went well and was well attended.
- **Recreational Director Report:** Director Nate Velander's report was provided to the council. Highlights include work on the following: completed website, launched a program survey, completed the bike & rec trails brochure, completed HAR promotional video and attended various meetings. The Chase the Ace Fundraiser will begin Sept 23rd 5 to 7pm at Blue42.
- **Chamber & Economic Development Director Report:** Director Jesse Fonkert's report, recapping activities for both the Chamber and HADF, was provided to the council. Highlights: held Chamber golf tournament, held ribbon cutting for Prairie Boutique and Mickelson Road, two new members joined in Aug, gave tour of Hartford to new WC teachers and attending other various meetings/events.
- **Engineer Report:** Mitch Mergen was present to provide engineer updates: Mickelson Road Improvements – The contractor will work on punch list items over the next couple weeks. Streetlights are now installed. Vandemark Roadway Improvements – Paving is now complete. Contractor will be working on completing the remaining sidewalks and restoring boulevard areas with topsoil and seed. Pay application #5 for work completed to date was presented to the council. A motion was made by Kuehl, second by Brenneman to approve pay application #5 to Soukup Construction, Inc. in the amount of \$286,316.49 – all votes yes, motion carried. Mergen informed the council that a proposal to add 9th St to the project was received from the contractor. Based on the pricing received, Mergen recommends looking at this again later in the year to decide if we want to let for bids yet this year or early 2020. Kuehl request that this item be put on the agenda for the Nov 5th meeting.
- **Public Works Report:** Public Works Superintendent, Craig Wagner's report was provided to the council. Highlights include:
 - Streets** – The skid steer is running good after warrantied repairs were done. Crack sealing is scheduled to be done in the coming weeks. Staff continues to blade gravel roads as needed. Street patching is nearly complete for the year. The DOT is conducting a speed study on Hwy 38 to determine if the speed limit can be lowered. They are also considering adding turning lanes on Hwy 38 at three different locations – Mickelson Rd, Colton Rd & 2nd St. Mosquito spraying continues as needed. Wagner providing info from the traffic counter.
 - Water** – Staff will install the remainder of this year's new meter read outs in Nov. The water main for Turtle Creek Highlands should be installed in the coming weeks. Staff will pull samples for testing as needed.

Sewer – The new 4G dialer at the main lift station will be installed next week. We continue to discharge from our lagoons.

Bike Trail – Three more benches are scheduled to be installed next week.

- **Finance Officer Report:** City Finance Officer Wilber's report was provided to the council. Items included cash balances, sales tax revenue and committee fund balances as of August 31st, a recap of bills submitted for payment and the calendar of events. A reminder of the upcoming registration deadline for the SDML annual conference was also given.
- **City Administrator Report:** City Administrator Sidel's report was provided to the council. The closing on the bond for the Vandemark Ave project is scheduled for Sept 17th. The Weston Group has finished the wage compensation analysis of all full-time/year-round positions. The Planning & Zoning board is planning on holding a public meeting on Oct 29th to discuss the possible joint jurisdiction between the city and Minnehaha County. All property owners within the proposed joint jurisdiction area will be invited to attend.

OLD BUSINESS: None.

NEW BUSINESS:

- **Discuss Mickelson Road Project:** With the completion of the project, the city can now move forward with assessing abutting property owners for their portion of the street, water, sewer & sidewalk costs.
 - **Confirm Assessment Cost of Street, Utilities & Sidewalks:** Discussion was held on the assessment process. The developers along this stretch of road will be assessed for the street & utilities, while all property owners that abut the sidewalk will be assessed for the sidewalk. A motion was made by Brenneman, second by Kuehl to set the assessment costs as follows: \$100 per lineal foot for streets, actual costs for water, actual costs for sewer and actual cost for sidewalk. Further discussion was held on these costs. Kuehl called the vote. Nelson voted no with all others voting yes, motion carried.
 - **Confirm Payment Plan Options, Timeline & Interest:** Any party that is assessed can either pay their assessment in full or can elect to do a payment plan. There are two different payment plan options that the city can set. Payment Plan #1 would allow the Minnehaha County Treasurer to collect the payment from the property owner at the time payment is collected for real estate taxes on the property. Payment Plan #2 would allow all payments to come directly to the City. With this option, the City would have to send all notices to the property owners and track all payments, interest & penalties. A motion was made by Monahan, second by Nelson to elect Payment Plan #1 – all voted yes, motion carried. The council must now set the terms of the payment plan. A motion was made by Kuehl to set the terms at 5-years at 6% - motion failed due to lack of second. A motion was made by Monahan to set the terms at a 5-years at 8% - motion failed due to lack of second. A motion was made by Brenneman, second by Monahan to set the terms at a 5-years at 7% - Nelson voted no with all others voting yes, motion carried.
 - **Set Public Hearing Date & Time for Proposed Assessments:** An assessment roll will be drafted which will indicate each property being assessed and the amount of the assessment. This information will be sent to each property owner on the roll. A public hearing will be held to give all property owners a chance to ask any questions they may have and for the council to approve the assessment roll. A motion was made by Brenneman, second by Nelson to set the public hearing for Oct 15th at 7:05pm – all voted yes, motion carried.
- **Discuss Recreational Program:** Looking forward to the future, the recreation program will need to be assessed to determine how the City wishes to proceed in the coming year. A motion was made by Monahan, second by Nelson to table at this time – Kuehl voted no with all others voting yes, motion carried. Mayor Menning indicated that this topic would be put on a future agenda.

CORRESPONDENCE: None.

EXECUTIVE SESSION: A motion was made Monahan, second by Kuehl to enter executive session pursuant to SDCL 1-25-2(1) for personnel and SDCL 1-25-2 (3) for legal at 8:17pm – 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 Monahan to exit executive session at 8:51pm – all voted yes, motion carried.

ADJOURNMENT: A motion was made by Monahan, second by Glanzer to adjourn at 8:52pm – 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