

## City Council Meeting – Regular Meeting, August 7, 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: Arden Jones, Travis Kuehl, Ryan Horn and Scott Nelson. Mark Monahan and Mark Brenneman were absent with notice. Also present were City Administrator Teresa Sidel, City Finance Officer Karen Wilber, Public Works Superintendent Craig Wagner, City Attorney Larry Nelson and City Engineers Mitch Mergen and Ross Kuchta.

### BUSINESS ITEMS:

- **Approve Agenda:** A motion was made by Jones, second by Kuehl to approve the agenda as set - all voted yes, motion carried.
- **Approval of the Minutes:** The meeting minutes from the special meeting on July 16, 2018 were reviewed by the council. A motion was made by Nelson, second by Jones to approve the July 16, 2018 special meeting minutes – all voted yes, motion carried. The regular meeting minutes from July 17, 2018 were reviewed. A motion was made by Jones, second by Horn to approve the July 17, 2018 regular meeting minutes – all voted yes, motion carried.

**PUBLIC COMMENTS:** - None

### ORDINANCES, RESOLUTIONS, APPLICATIONS AND HEARINGS:

**Block Party Application for South Main:** Brittany Glanzer, on behalf of the S Main homeowners, has submitted a block party application for Saturday Aug 18<sup>th</sup> for the area of S Main Ave between Tessa Ave and Mickelson Rd. They have requested that that area of S Main Ave be closed to traffic from 8am to 9pm. A motion was made by Nelson, second by Kuehl to approve the block party application and to allow the closure of S Main Ave between Tessa Ave and Mickelson Rd for the hours of 8am to 9pm on Saturday Aug 18, 2018 – all voted yes, motion carried.

### REPORTS:

- **Sheriff's Department Report:** Deputy Tyrone Albers was present to give the council an update on recent activities within the city. For the month of July there were 218 calls for service and 31 traffic stops. He noted several areas in town where speeding is a problem. Law enforcement will be increasing patrols in these areas in an effort to reduce the speeding activity. There has been one recent car burglary to an unlocked car. A reminder to residents to make sure and lock all vehicles.
- **Engineer Report:** Mitch Mergen and Ross Kuchta were the city engineers present. Kuchta reported that they are in the process of arranging meetings for late August with city staff and property owners regarding the new waste water treatment facility. The contract documents for the Vandemark sewer extension project have been signed. In the coming weeks a notice to proceed will be issued and a preconstruction meeting scheduled. Dirt work continues on the Swenson Park grading project. Kuchta expects things to pick up in the coming weeks as the contractor allocates more personnel to this project. The first pay application was submitted for payment for work completed to date. A motion was made by Nelson, second by Horn to approve pay application #1 to RMS Drainage & Excavation for \$44,997.40 – all voted yes, motion carried. An update was also given on the Mickelson Road Project – work is progressing, but rain delays continue to impact the utility portion of the project. A pay application was submitted for payment for work completed to date. A motion was made by Jones, second by Horn to approve pay application #3 to Soukup Construction for \$653,945.97 – all voted yes, motion carried. On the Mike Franken Trail project, the contractor has finished grading and reseeding the area between the trail and Hwy 38. Inspections will continue on punch list items and the establishment of reseeded areas. Force account activity included review of Knapp's Landing plans, Main Ave drainage improvements and utility inspections.
- **Public Works Report:** Public Works Superintendent Wagner provide the council a brief update on various projects and items that are happening within the city.  
**Streets** – Slurry seal is scheduled for mid-August and mag water is planned for late August. Patching work has been completed. Cross walks and curbs have been painted. Sweeping continues as time allows. Mulching equipment is now in place and mulching of tree branches has started. Mosquito spraying continues as needed.  
**Water & Sewer** – The new water main on Mickelson Rd have passed all bacteria tests. The water in Pond A is being lowered so staff can fix the aerators. Roto-Rooter has completed their inspection of the clay pipes. Wagner indicated that over-all they look pretty good and suggested that they be inspected again in 2 to 3 years.  
**Park** – Modifications to the doors on the park restroom are now complete so they can now be locked at night.  
**Bike Trail** – Three new benches have been installed along the bike trail.  
**Public Buildings** – The inside of the library is now complete. Exterior items yet to complete include dirt work, railing and signage.

**Review Bids for Payloader:** A motion was made by Horn, second by Nelson to table this discussion until the next meeting since all council members were not present – all voted yes, motion carried.

**SDWWA 2018 Annual Conference:** The annual SDWWA conference is Sept 11<sup>th</sup> – 14<sup>th</sup> in Deadwood. This conference would allow staff to obtain training hours to keep their certifications in compliance.

Wagner is requesting approval for himself and Jesse O’Kane to attend. A motion was made by Horn, second by Kuehl to approve Wagner and O’Kane attending the SDWWA annual conference in Deadwood on Sept 11<sup>th</sup> – 14<sup>th</sup> – all voted yes, motion carried.

- **Finance Officer Report:** Finance Officer Wilber reported that July month end processing is complete. The council was provided a summary of revenues received during July, along with a review of the city’s cash balances, revenues and expenses. Wilber noted that the pool is scheduled to close for the season at 5pm on Aug 20<sup>th</sup> and that the fall pet clinic is scheduled from 9am to 12pm on Aug 11<sup>th</sup> at the Hartford Vet Clinic. The August calendar of events was also provided.

**SDML Election Workshop:** The SD Municipal League is holding election workshops. There is one in-person workshop in Pierre on Sept 19<sup>th</sup> or there is a series of 6 webinar workshops held Dec thru Mar. Wilber feels this workshop would be a good refresher course to take and is requesting to do the one day in-person workshop in Pierre. A motion was made by Nelson, second by Horn to approve Wilber attending the election workshop in Pierre on Sept 19<sup>th</sup> – all voted yes, motion carried.

- **City Administrator Report:** City Administrator Sidel provided updates to the council on several items. She has been working with city attorney & engineers regarding a drainage issue on N Main. Effective Aug 1, the hours of operation for the transit bus have changed. The hours are now 8am-12:30pm for in-town transportation on Mon, Wed & Fri and 8am-1:30pm for Sioux Falls on Tues. The city has received restitution for damage to the street that occurred during the 2017 Jamboree Days event. Results of recent traffic counts was provided to the council. The SDML annual conference is Oct 2<sup>nd</sup> – 5<sup>th</sup> in Pierre. Information on the conference was provided. For anyone wishing to attend, registration deadline is Sept 14<sup>th</sup>. Being midway through the year, an update on the strategic planning session for 2018 was provided showing what budgeted items and action items have been completed and what needs to be done yet. Sidel provided the council a yearly cost comparison for the yard waste site. Even with the added expense of the staff & equipment to monitor the site, the costs this year are coming in substantially lower the previous years. This would indicate that there was most likely illegal dumping happening before the site was monitored.

**Add Karen Wilber as Authorized Signer to City Accounts:** Sidel requested council approval to add Finance Officer Karen Wilber as a signer on the city’s bank accounts. A motion was made by Jones, second by Horn to approve adding Karen Wilber as a signer on the city’s bank accounts – all voted yes, motion carried.

**OLD BUSINESS:** None

**NEW BUSINESS:**

- **Review Request from West Central School District to use space on North Water Tower:** West Central School District has requested the use of the North water tower to mount broadband equipment to. A high location is required to connect the Hartford & Humboldt elementary schools to the high school. The district is asking that there be no charge to them for the use of the water tower. SpeedConnect will be handling the equipment installation and any ongoing maintenance of the equipment will the responsibility of the school district. It is the opinion of City Attorney Nelson that the city enters into a lease agreement with all parties. A lease would give all parties a clear understanding of the term and conditions involved with using space on the North water tower. A motion was made by Nelson, second by Jones that City Administrator Sidel work with Nelson in drafting a lease for West Central School District, with the assistance of SpeedConnect, to use space on the North water tower for their broadband equipment – all voted yes, motion carried.
- **Request to use city personnel to erect picnic shelter for Bike/Rec Committee:** Councilman Nelson addressed the council on behalf of the Bike/Rec Committee. The committee has received a \$2,500 grant to erect a new picnic shelter along the Mike Franken Trail. Information was provided to the council regarding the new shelter’s appearance, location and a quote for materials. Nelson noted that the committee would be covering any material costs over and above the \$2,500 grant. The committee is requesting the use of city personnel to build the shelter. A motion was made by Kuehl, second by Horn to approve the use of city personnel to erect the new picnic shelter for the Bike/Rec Committee – all voted yes, motion carried.
- **Review Chamber Lease of Billboard #5:** The Chamber, on behalf of the Hometown Christmas Committee, has been leasing the West face of billboard #5 for the past year at no cost and no security deposit. A condition of the lease was that if a paying tenant was interested in that location, the lease would end. That lease has now ended. Lisa Helvig was present on behalf of the Hometown Christmas Committee. Helvig noted that the graphics on the billboard need to be updated and she was not sure if the committee would want to spend their funds on that. Discussion was held on possibly sharing the board to

advertise several community events. A motion was made by Nelson, second by Kuehl to enter into another year lease with the Chamber for the west face of billboard #5 with the same terms and conditions as the prior year's lease – all voted yes, motion carried. A motion was made by Nelson, second by Kuehl to waive the billboard security deposit – all voted yes, motion carried.

- **Appointment of Interview Committee for Recreation Director:** Four applications have been received for the newly created seasonal Recreation Director position with interviews to follow in the coming weeks. Mayor Menning appointed Travis Kuehl and Arden Jones to the Interview Committee for the Recreation Director position. Discussion was held on the possibility of making it a full-time position to see if our applicant pool would increase. After further discussion it was decided to move forward with the seasonal position and the 4 applicants who applied. A motion was made by Horn, second by Nelson to approve the appointment of Travis Kuehl and Arden Jones to the Interview Committee for the Recreation Director position – all voted yes, motion carried.
- **Appointment of Wastewater Facility Landowner Committee:** Mayor Menning would like to meet with City Engineers and City Administrator Sidel regarding to how the city wants to handle future discussions with landowners. No action was taken on the appointment of this committee at this time.

**CORRESPONDENCE:** The Chamber sent a Thank You for their Business in the Park event.

**EXECUTIVE SESSION:** A motion was made by Horn, second by Nelson to enter executive session pursuant to SDCL 1-25-2 (3) for legal at 8:28 pm – all voted yes, motion carried. A motion was made by Kuehl, second by Horn to exit executive session at 8:47pm – all voted yes, motion carried.

**ADJOURNMENT:** A motion was made by Horn, second by Nelson to adjourn at 8:48 p.m. – 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.

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Karen Wilber, Finance Officer