

City Council Meeting – Regular Meeting November 15, 2016

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, Ryan Horn, Scott Nelson, Mark Brenneman, and Travis Kuehl. Also present were City Administrator Teresa Sidel, City Finance Officer Audra Sterneke, Public Works Superintendent Craig Wagner and City Engineer Jon Brown.

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

Approve Minutes of November 1, 2016 Regular Meeting: A motion was made by Kuehl, second by Nelson, to approve the November 1, 2016 regular meeting minutes - all voted yes, motion carried.

Bills Submitted for Payment: A motion was made by Monahan, second by Brenneman, to approve the bills submitted for payment – all voted yes, motion carried.

Ordinances, Resolutions & Hearings:

7:05 Liquor Licenses Renewal Hearing: A motion was made by Nelson, second by Monahan, to approve all liquor licenses minus the South Bar Package Off Sale Liquor License – all voted yes, motion carried.

7:10 Special Alcoholic Beverage License – Emberz Restaurant & Lounge: A motion was made by Monahan, second by Nelson, to approve the Special Alcoholic Beverage License for Emberz Restaurant and Lounge on December 30, 2016 at St. George Church – all voted yes, motion carried.

Reports:

City Engineer Report: Jon Brown updated the council on the projects that are being worked on. Currently the Mike Franken Trail design is complete, mitigation is complete and will be bid this year with the DOT. The Mickelson Road project is working on setting up meetings with the right of way property owners. They are moving forward with the wetland delineation. The Waste Water Study will not happen until more solid designs are put in place with Mickelson Road. They are also working with minor plat reviews and bike trail signage.

Public Works Superintendent Report:

Streets – Wagner reported that the Colton Road project is wrapping up and looks good along city limits. They are looking into putting a street light on Vandemark. The streets are being swept and getting snow equipment ready and hauling salt.

Water & Sewer – Wagner reported that Pond B is looking good but Pond A needs attention with a cable that will need repair by next spring.

Park and Pool – Wagner reports that the sport complex has been wrapped up and winterized. The parks will be winterized this week. Wagner made a request for Jesse O’Kane to take an exam for his Class 2 Water Distribution Test in Huron on December 8th as well as taking a class in Class 2 Waste Water Treatment in Rapid City on February 14-16. A motion was made by Nelson, second by Horn, to allow Jesse O’Kane to take the Class 2 Water Distribution Test in Huron on December 8th and take the Class 2 Waste Water Treatment class and test in Rapid City on February 14-16, 2017 – all voted yes, motion carried.

Wagner also requested that he would like to hire both Eric Top at \$14.00 an hour and Aaron Welch at \$13.00 an hour to help with part time snow removal. A motion was made by Monahan, second by Brenneman, to hire the two guys with the pay that Wagner recommends – all voted yes, motion carried.

Finance Officer Report: Finance Officer Sterneke gave a report including the Cash Report and Sales Tax Revenue. She also included the committee funds balances. She reported that the City was looking into upgrading our city website and that a presentation of information will be provided sometime in the new year. The current calendar of events was provided.

City Administrator Report: Administrator Sidel gave an update on City business. She reported on the P&Z approving a building permit for a 12 plex on Ruud land and an 8 plex is in the plans for next spring. They are also reviewing plans for a storage facility in the light industrial park. Sidel reported that the Wellmark Foundation grant on the bike trail is needing an extension since we were unable to complete the project in the time frame due to the hold ups with the state and federal agencies. A housing study was done and presented to the HADC at their developers meeting last week. She reported that the sports complex shed placement meeting was held on November 15 with Craig Wagner, Mitch Mergen and a few committee members.

Old Business:

Policy for Ticketed Ordinance Violations: Sidel presented a policy for ticketed ordinance processes. A motion was made by Kuehl, second by Horn, to approve Policy 2016-3 as written – all voted yes, motion carried.

New Business:

Mickelson Road Project: Sidel reported that she met with SECOG to look at financing. They discussed grants including a community access grant that is available at a 60/40 rate for streets up to 1 mile and up to \$400,000.00. This type of a grant is usually favorable towards a road that will be to businesses, or a fire station or school, etc. Also discussed were some loan options, one being an SRF loan that could be used only towards water/sewer with a low interest rate. There is also a Rural development loan that has the same type of terms but can include street work as well. To apply for SRF loans, we must be on the State Water Plan. A motion was made by Monahan, second by Jones, to get the paperwork going on the plan for the State Water Plan – all voted yes, motion passed. Sidel discussed that discussions need to be held with land owners regarding the project. A motion was made by Kuehl, second by Brenneman, to allow Sidel to contact land owners to the adjoining properties to discuss possible purchases of land as needed for the Mickelson road project – all voted yes, motion carried. Sidel also reported that after doing some research that there is a county right of way that was closed to Mickelson Road and could possibly be reopened instead of having to take property away from land developers to create the right of way. It was the consensus of the council to let her proceed with contacting the County to look into this option.

DOT Transit Funding Agreement: Sidel reported that there is a grant for the transit available to get funding for securement equipment to hold oxygen tanks and walkers on the bus. ICAP would like to approve them to apply for this grant. A motion was made by Kuehl, second by Horn, to approve the grant as written and proposed – all voted yes, motion carried.

Easements for the Mike Franken Trail Project: Sidel updated the Council on the easements needed to continue work on the Mike Franken Trail Project. One easement would be needed on a temporary basis for construction and the other easement would be permanent. Both easements have been approved by the DOT and the school. A motion was made by Monahan, second by Nelson, to approve the easements – all voted yes, motion carried.

Land Offer for lots 4B, 4C, 5B, 5C, 6B, 6C of Block 7, South Addition: Sidel presented an offer to the Council for the city property of lots 4B, 4C, 5B, 5C, 6B, 6C of Block 7, South Addition with \$12,000.00 per lot. No action was taken by the Council on this offer.

Review Attorney Proposals: The City is reviewing the position of City Attorney and asked that several local Attorneys make a proposal for the City's review. Nathan Shoen approached the Council with his credentials and answered questions from the Council. Attorney Patrick Knecht also approached the Council with his credentials and answered questions from the Council.

Visitors: Keith Matthiesen approached the council and thanked the city for service through this last year.

Correspondence: Monahan proposed writing a thank you to the City Staff. It was the consensus of the council to write the thank you as proposed.

Executive Session – SDCL 1-25-2 (1) Personnel: A motion was made by Monahan, second by Nelson, to adjourn to Executive Session – SDCL 1-25-2 (1) Personnel at 9:26 p.m. – all voted yes, motion carried. A motion was made by Kuehl, second by Nelson to exit executive session at 10:00 p.m – all voted yes, motion carried.

Adjourn: A motion was made by Kuehl, second by Horn, to adjourn at 10:01 p.m. – all voted yes, motion carried.

Minutes recorded by Finance Officer, Audra Sternke.

I, the undersigned, Audra Sternke, 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.

Audra Sternke, Finance Officer