

## **City Council Meeting – Regular Meeting September 6, 2016**

Mayor Jeremy Menning called the meeting to order at 7:02 p.m. at Hartford City Hall with the following city council members present: Mark Monahan, Ryan Horn, Scott Nelson, Mark Brenneman, Travis Kuehl and Arden Jones. Also present were City Administrator Teresa Sidel, Public Works Superintendent Craig Wagner, and City Engineer Mitch Mergen.

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

**Approve Minutes of Aug 16, 2016 Regular Meeting:** A motion was made by Horn, second by Brenneman to approve the Aug 16, 2016 regular meeting minutes – all voted yes, motion carried.

**Approve Minutes of Aug 30, 2016 Special Budget Meeting:** A motion was made by Kuehl, second by Horn to approve the Aug 30, 2016 special budget meeting minutes – all voted yes, motion carried.

**Approve Bills Submitted for Payment:** A motion was made by Nelson, second by Monahan, to approve the Minnehaha Community Water Corporation invoice for \$20,205.90 - all voted yes, motion carried.

### **Ordinances, Resolutions & Hearings:**

**Special Event Application:** The West Central School District has submitted an application for a special events permit to hold the homecoming parade on Sept 16, 2016 from 1:30pm to 2:30pm. The parade route remains the same as last year. A motion was made by Monahan, second by Jones to approve the Special Event Application submitted by West Central School District for the 2016 homecoming parade and to waive the application fee – all voted yes, motion carried.

**1<sup>st</sup> Reading of Ordinance #632 – 2017 Appropriations:** The city council review the 2017 appropriations ordinance. A motion was made by Monahan, second by Kuehl to approve 1<sup>st</sup> Reading of Ordinance #632 – 2017 Appropriations with the addition of \$15,000 out of the general fund for a city car to be used by office staff – all voted yes, motion carried.

### **New Business:**

**End of Season Pool Report:** Pool Manager, Amy Sebert, addressed the Council and gave them a recap of the 2016 pool season. Sebert noted that attendance was good and season pass sales were up. She commended the pool staff on a job well done. Sebert also noted that the new wading pool was enjoyed by our patrons and really helped with capacity issues this year.

**Engineering Estimates for Bike/Rec Committee:** The Bike/Rec Committee would like to start thinking ahead and planning for the next phase in the city's trail system. They next section that the committee would like to pursue is a path that follows the creek from Turtle Creek Park west to Main Avenue. In order to start applying for possible grants, they are asking the council's permission to have our engineers do a cost estimates for this section. A motion was made by Monahan, second by Nelson to allow the city engineer to update cost estimates for the Bike/Rec Committee on their next trail phase from Feyder Avenue to Main Avenue – all voted yes, motion carried.

**Council Pay of Sports Complex Meetings:** At the August 2, 2016 city council meeting, Mayor Menning appointed Travis Kuehl and Ryan Horn to a group to discuss the proposed maintenance shed on the sports complex ground. The appointment was never voted upon but in order to get paid for their meeting time, approval is needed by the council. A motion was made by Nelson, second by Brenneman to approve the appointment of Kuehl and Horn and pay them for a special meeting for discussion of the sports complex maintenance shed. A substitute motion was made by Monahan, second by Nelson to pay Travis Kuehl and Ryan Horn for attending two special meetings for discussion of the maintenance shed – Kuehl and Horn abstained, with all others voting yes, motion carried.

**Review Lease Agreement:** Jones Family Eyecare out of Brandon is opening an office in the professional center this fall. They wish to rent the west face of billboard #2 from the city for one year from October 1, 2016 to September 30, 2017. A motion was made by Monahan, second by Nelson to approve the lease agreement between the City of Hartford and Jones Family Eyecare for the west face of Billboard #2 – all voted yes, motion carried.

**Review Agreement between City of Hartford and Jarding Development:** The city attorney drafted an agreement between the city and Jarding Development. This draft agreement was submitted to the council for their review and input. It was the consensus of the council to move forward with the agreement process.

**Review and Discuss Invoice submitted by TLM Developers, LLC:** Larry Kolterman of TLM Developers has submitted an invoice to the city for \$45,000.00. The invoice reflects expenses incurred by him in his development regarding a right-of-way change. The right-of-way along Main Avenue was shown to be 66' on the preliminary plan and engineering plans submitted to and approved by the city. Utilities were then placed. After the placement of utilities, the final plat of the land, which is the official document recorded at the county, was submitted to and approved by the city with a right-of-way of 72'. This change in right-of-way, caused a placement issue with the electrical boxes and sidewalks. Both Larry Kolterman and his engineer, Eric Willadsen, discussed the timeline of events and the issues it caused with the council. A motion was made by Nelson, second by Kuehl to table this agenda item until the next city council meeting – Nelson voted yes, with all others voting no, motion was denied. After some discussion, it was the consensus of the council that any changes in the development were ultimately the developer's responsibility and not the city's. A motion was made by Brenneman, second by Monahan to deny payment of the \$45,000.00 invoice submitted by TLM Developers – Nelson voted no, with all others voting yes, motion carried.

**Correspondence:** It was the consensus of the council to send a thank you to the Humboldt Ambulance Service for their dedication and services to the city and surrounding area. The city appreciates all they do for Hartford.

**Reports:**

**Chamber & Economic Development Director Report:** Jesse Fonkert gave the council an update on his recent activities, which included several meetings with business owners, community/regional leaders and citizens. He also updated the council on the HADC and Chamber activities this past month. Work continues on the new Chamber/HADC website.

**City Engineer Report:** Mitch Mergen updated the council on the projects that are being worked on. Current projects include the Mike Franken Trail, Mickelson Road Improvements, North Main Street Extension and the wastewater study. City engineers have also done work on the city's CIP, South Main Addition, Mickelson Bridge Inspection, sports complex estimates and the city's micro seal project. This year's micro seal project has completed and a recommendation to pay Intermountain Slurry has been submitted. A motion was made by Horn, second by Nelson to approve pay application #1 and final to Intermountain Slurry Seal Inc. for \$129,377.79 – all voted yes, motion carried.

**Public Works Superintendent Report:**

**Streets** – Wagner reported the Bowes Construction has starting putting recycled asphalt back on the Colton Road. The county also plans to asphalt the Colton Bike Trail this year. The county also will provide traffic counters to the city so we can start doing traffic counts along some of our major roadways. The staff continues to work on gravel roads and alleyways. The staff is also reviewing 3 quotes on vac trailers

**Water & Sewer** – Hanisch and O'Kane are working on certifications. The aeration system in Pond A has been serviced.

**Park and Pool** – The Turtle Creek storm sewer project is almost completed – sidewalk repairs will be done this week. The pool is closed and the staff will begin winterizing it. The new wading pool will be winterized by Triple A Pool this first year.

**Public Buildings** – There was a leak in the roof of city hall this past week – repairs are being made.

**Finance Officer Report:** Finance Officer Sternke was not able to attend the meeting but a report was provided to the council for their review.

**City Administrator Report:** Administrator Sidel provide the council with Paul Clarke's August code enforcement/building inspection report. The council was also given information regarding the upcoming SDML convention in October. Jarding Development has submitted an annexation petition to city, which will go before the P&Z Board on September 13<sup>th</sup> and then before the city council on September 20<sup>th</sup> for final approval.

**Adjourn:** A motion was made by Jones, second by Monahan, to adjourn at 8:45 p.m. – 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.

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Teresa Sidel, City Administrator