

City Council Meeting – Regular Meeting January 3, 2017

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, Mark Brenneman, Ryan Horn, and Scott Nelson. Travis Kuehl was absent with prior notice. Also present were City Administrator Teresa Sidel, City Finance Officer Audra Sternke, Chamber and Economic Development Director Jesse Fonkert, Public Works Superintendent Craig Wagner, City Attorney Larry Nelson and City Engineer Mitch Mergen.

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

Approve Minutes of December 20, 2016 Regular Meeting: A motion was made by Nelson, second by Monahan, to approve the December 20, 2016 regular meeting minutes. Monahan made a substitute motion to approve with the change after Nelson's no vote to include "on the grounds for additional discussion" for the John McMahon P&Z Board approval vote - all voted yes, motion carried.

Hearings, Ordinances, & Resolutions:

Ordinance 634 – 2015 International Residential Code: A motion was made by Nelson, second by Horn, to approve 1st reading of Ordinance 634 – 2015 International Residential Code. Monahan made a substitute motion, second by Horn for discussion, to take the ordinance back to the new P&Z Board for review. Paul Clarke approached the council and explained the procedure to update the code. Discussion was held. Monahan rescinded his motion. All voted on original motion to approve – all voted yes, motion carried.

Ordinance 635 – 2015 International property Maintenance Code: A motion was made by Horn, second by Monahan, to approve 1st reading of Ordinance 635 – all voted yes, motion carried.

Ordinance 636 – 2015 International Existing Building Code: A motion was made by Monahan, second by Horn, to approve 1st reading of Ordinance 636 – all voted yes, motion carried.

Ordinance 637 – 2015 International Building Code: A motion was made by Horn, second by Monahan, to approve 1st reading of Ordinance 637– all voted yes, motion carried.

7:05 Hearing – Renewal of City Garbage Licenses (Novak Sanitary Service, Cressman Sanitation, Inc., RBS Sanitation Inc.): A motion was made by Monahan, second by Jones, to approve the licenses as proposed – all voted yes, motion carried.

Reports:

Sheriff's Deputy Report: Deputy Terrones reported that December was a fairly slow month. A number of snow tickets were issued with the many snow events that occurred. Deputy Terrones introduced Hartford's new Deputy, Chansey Ford, to the council.

Fire Department Report: Fire Chief Shumaker reported that 19 calls were made in December with 2 of those being major structure fires. A total of 272 calls were made in 2016. Discussion was held regarding proposed changes to the Service Agreement. A motion was made by Nelson, second by Monahan, to approve the 2017 Service Agreement as amended – all voted yes, motion carried.

Chamber and Economic Development Director Report: Fonkert reported that the Chamber held a successful breakfast at the Hometown Christmas event and raised \$500.00. He reported that planning on the Hartford Community Guide was under way. He reported that the 2017 officials for the Chamber have been elected and also that 4 new members joined the Chamber in December. The annual HADC meeting is scheduled for February 23. Fonkert had a request to attend training with the Heartland Economic Development Course on April 23-27 in Blue Springs, Missouri. A motion was made by Nelson, second by Brenneman, to approve the proposed training – all voted yes, motion carried.

City Engineer Report: Mitch Mergen updated the council on the projects that are being worked on. The Mike Franken Trail is still waiting on the DOT to continue. We are still waiting to hear on our grant extension request. A meeting with developer Sam Assum has been scheduled for next Tuesday to discuss Mickelson road.

Public Works Superintendent Report:

Streets – Wagner reported that the payloader is back and fixed. He reported that all the Christmas decorations had been taken down. In the next week or two they will be working on fixing some pot holes.

Water & Sewer – Wagner reported that he was working on finishing the year end paper work for the water and sewer department. The new dialer is up and running well.

Park and Pool – Wagner stated there was nothing to report in this department at this time of year.

Finance Officer Report: Finance Officer Sternke gave a report including the Revenue Report. The current calendar of events was provided. She asked that the election date be set for the upcoming municipal election. A motion was made by Horn, second by Nelson, to set the municipal election for April 11, 2017 – all voted yes, motion carried.

City Administrator Report: Administrator Sidel gave an update on City business. She reported that she has been meeting with the 3 new P&Z Board members. She would like the P&Z Board to look into joint jurisdiction in the next month or so. She also wants them to review the City's comprehensive plan and see if any updates need to be made to that as well as taking a look at our subdivision regulations and fee schedule for building permits. Sidel reported on her initial look at getting the City a color copier. She reported that she spoke with our current provider and discussed prices on buying or leasing a new copier and presented those numbers to the Council. A motion was made by Nelson, second by Brenneman, to have Sidel reach out to 3 companies to price quote a color copier that can be networked, maintenance package of 63 months minimum and have the amenities of the current copier/scanner that the City already has – Brenneman and Nelson voted yes, all others voting no, motion failed. A motion was made by Monahan, second by Jones, to table discussion of the copier until after the council receives their tablets – Brenneman and Nelson voted no, with all others voting yes, motion failed. Sidel reported on the land by Central States that was discussed at the last council meeting. She reported that she presented the previous interested party with the numbers the council had decided on for purchase price and they are currently reviewing the proposal. Sidel requested that a policy be put in place in our employee handbook for maternity leave, as we currently don't have a policy. A motion was made by Monahan, second by Nelson, to have Sidel research surrounding communities policies, including Sioux Falls, on maternity and paternity leave – all voted yes, motion carried.

Old Business:

Mickelson Road Project Update: City Engineer Mitch Mergen presented the council with maps corresponding to costs with the project set up in 3 phases. At Nelson's request, John Jarding approached the council to give his input on the proposed phases. Discussion was held.

Review City's Assessment Policy: Sidel reported that the current policy is \$80 per linier foot for curb, gutter and street. Not included in that cost is intersections, utilities, etc. A motion was made by Monahan, second by Horn, to change the assessment policy not to exceed \$100 per linier foot. Jon Brown and Larry Nelson both gave opinions on the change. All voted yes, motion carried.

District 3 Meeting Update: Sidel reported that the District 3 Meeting is on March 23, 2017 and that the social begins at 6 p.m. with appetizers. Dinner will start at 7 p.m. It was the consensus of the Council to look into the cost of drink tickets for attendees.

New Business:

Renew Billboard Lease Agreement for 1/3 of E Side on Billboard #6 - AmericInn: A motion was made by Horn, second by Nelson, to approve the lease agreement with AmericInn – all voted yes, motion carried.

Review Proposed Changes to City's Billboard Lease Agreement: City Attorney Larry Nelson gave an update on changes he would like to make to the Billboard Lease Agreement for future agreements, including adding a security deposit. A motion was made by Monahan, second by Horn, to approve the new advertising lease space agreement – all voted yes, motion carried.

Executive Session – SDCL 1-25-2 (1) Personnel: A motion was made by Nelson, second by Monahan, to adjourn to Executive Session – SDCL 1-25-2 (1) Personnel at 9:15 p.m. – all voted yes, motion carried. A motion was made by Brenneman, second by Horn to exit executive session at 10:52pm – all voted yes, motion carried.

A motion was made by Monahan, second by Horn to give the finance officer a 6.5% raise retroactive to January 1, 2017 – all voted yes, motion carried.

A motion was made by Monahan, second by Nelson to give Administrative Assistant a 3% raise retroactive to January 1, 2017 – all voted yes, motion carried.

A motion was made by Monahan, second by Brenneman to give the Chamber and Economic Development Director a \$.50 raise effective on January 6, 2017 for completing his 6 month probation period – all voted yes, motion carried.

A motion was made by Monahan, second by Horn to give the Chamber and Economic Development Director a 6% raise based off his \$.50 increase retroactive to January 1, 2017 – motion was recinded.

A motion was made by Monahan, second by Horn to give the Chamber and Economic Development Director a 6% raise retroactive to January 1, 2017 based off his hourly wage on January 1, 2017 – all voted yes, motion carried.

A motion was made by Monahan, second by Horn to give the Public Works Superintendent a 7% raise retroactive to January 1, 2017 – all voted yes, motion carried.

A motion was made by Monahan, second by Nelson to give the Assistant Public Works Superintendent a 3% raise retroactive to January 1, 2017 – all voted yes, motion carried.

A motion was made by Monahan, second by Jones to give the Full-time Public Works Assistant a 3% raise retroactive to January 1, 2017 – all voted yes, motion carried.

A motion was made by Monahan, second by Nelson to give the Part-time, Year-round Public Works Assistant a 3% raise retroactive to January 1, 2017 – all voted yes, motion carried.

A motion was made by Monahan, second by Brenneman to give the Part-time Building Inspector/Code Enforcer a 3% raise retroactive to January 1, 2017 – all voted yes, motion carried.

A motion was made by Monahan, second by Horn to give the City Administrator a 9% raise retroactive to January 1, 2017 – all voted yes, motion carried.

Adjourn: A motion was made by Monahan, second by Nelson to adjourn at 10:59pm – 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