

City Council Meeting – Regular Meeting October 2, 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, Mark Brenneman, Travis Kuehl and Scott Nelson. Mark Monahan was 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 Engineer Ross Kuchta.

BUSINESS ITEMS:

- **Approve Agenda:** A motion was made by Kuehl, second by Nelson to approve the agenda as set - all voted yes, motion carried.
- **Approval of the Minutes:** The regular meeting minutes from September 18, 2018 were reviewed. A motion was made by Brenneman, second by Kuehl to approve the September 18, 2018 regular meeting minutes – all voted yes, motion carried.

PUBLIC COMMENTS: - None

ORDINANCES, RESOLUTIONS, APPLICATIONS AND HEARINGS:

- **Review/Discuss Policy 2018-1 for Boulevard Tree Maintenance:** Currently the city plants, maintains and removes, if needed, all boulevard trees. Policy 2018-1 would transfer any maintenance of boulevard trees to the adjacent property owner once the tree is 3 years old. After review of the draft policy it was determined that further clarification is needed on certain items. City Administrator will update and present the revised policy at the next meeting.

VISITORS: - None

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 September there were 169 calls for service and 26 traffic stops. Sgt Dubbe, who is a West Central graduate, participated in "Coffee with the Cops" on Sept 20th. "Coffee with the Cop's" takes place on the third Thursday of the month, 7am at Stomping Grounds. The public is invited to attend.
- **Fire Department Report:** Chief Bryon Shumaker was not present.
- **Engineer Report:** Ross Kuchta was present to provide his report. Updates of various city projects were provided as follows: Waste Water Treatment Facility – Meetings are being coordinated with property owner for the beginning of October. Vandemark Ave Sewer Extension – The contractor is scheduled to begin work on October 3rd. Vandemark Roadway Improvements – Over the next several months final designs will be completed and construction documents prepared. Swenson Park Sports Complex Grading – Rough grading is nearly complete. Remaining items include storm culvert, erosion control installation and seeding. The third pay application was submitted for payment of work completed to date. A motion was made by Nelson, second by Brenneman to approve pay application #3 to RMS Drainage & Excavation for \$173,773.68 – all voted yes, motion carried. Mickelson Road Improvements – Water/sewer work is complete except for some punch list items. Asphalt paving is scheduled for this week with sidewalk and topsoil work to follow. The fifth pay application was submitted for payment of work completed to date. A motion was made by Brenneman, second by Nelson to approve pay application #5 to Soukup Construction for \$223,177.05 – all voted yes, motion carried.
- **Public Works Report:** Public Works Superintendent, Craig Wagner's report was provided to the council for their review. Highlights include:
 - Streets** – Wagner continues to work with the contractor on crosswalk painting. Staff continues to blade gravel roads as needed. Sweeping will be done as weather allows. The payloader is scheduled to be in the first part of November.
 - Water** – The new water main on Mickelson Rd has passed inspections. The new main off Oaks is scheduled to be installed this week with testing after that.
 - Sewer** – The aerators are fixed now and working well. Pond #2 is being discharged at this time. Staff will be working on the pump at the main lift station.
 - Bike Trail** – Staff will be pouring concrete around one more bench on the trail yet this fall. The new shelter is done except for some dirt work needed after the heavy rains a couple weeks ago.
 - Parks** – Mulch is being added around the playground equipment in the main park.
- **Finance Officer Report:** City Finance Officer Wilber's report was provided to the council. Items included a summary of revenues received in September along with a review of the city's cash balances, revenues and expenses to date. The October calendar of events was also provided.

- **City Administrator Report:** City Administrator Sidel's report was provided to the council. Highlights included the following: The city's ISO audit has been done. It could take up to a year to receive the city's rating information. Sidel continues to gather information in regard to the Recreational Director position. In the coming months, staff will be working on a Social Media policy to present to the council.

OLD BUSINESS: None

NEW BUSINESS:

- **Review/Approve Job Description for Part-Time Snow Removal Help & Approve Advertising for Position:** The current job description for the snow removal position was provided to the council for their review. A motion was made by Jones, second by Kuehl to approve the job description for the part-time snow removal position – all voted yes, motion carried. A motion was made by Nelson, second by Kuehl to approve the advertising of the part-time snow removal position – all voted yes, motion carried.
- **Review/Discuss Emerald Ash Borer Management Plan:** The Emerald Ash Borer Management Plan was presented to the council for their review. City staff has taken an inventory of all ash trees and has determined that there are 106 in the city parks. The management plan proposes treating 32 of these trees starting in 2019 and any untreated trees in these areas will be removed as deemed necessary by the City. The plan also proposes that any ash trees in the boulevard areas will not be treated by the City but allows for a resident, at their expense, to treat any boulevard ash tree that abuts their property. In addition, if a boulevard tree should become infected and die, the City will handle the removal of the tree within one year after death. Wagner indicated that the city has worked with Mike Smith in the past for the purchasing and planting of boulevard trees and Mr. Smith also does ash borer treatments. A motion was made by Brenneman, second by Nelson to approve the Emerald Ash Borer Management Plan and to work with Mike Smith in treating the designated trees – all voted yes, motion carried.

CORRESPONDENCE: None

EXECUTIVE SESSION: A motion was made Brenneman, 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 7:51 p.m. – all voted yes, motion carried. A motion was made by Brenneman, second by Kuehl to exit executive session at 8:26 p.m. – all voted yes, motion carried.

ADJOURNMENT: A motion was made by Brenneman, second by Kuehl to adjourn at 8:27 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.

Karen Wilber, Finance Officer