

City Council Meeting – Regular Meeting October 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, Travis Kuehl, Ryan Horn and Scott Nelson. Also present were City Administrator Teresa Sidel, City Finance Officer Audra Sternke, Public Works Superintendent Craig Wagner, City Attorney Larry Nelson and City Engineer Mitch Mergen.

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

Approve Minutes of September 19, 2017 Meeting: A motion was made by Horn, second by Kuehl, to approve the September 19, 2017 meeting minutes – all voted yes, motion carried.

Hearings, Ordinances, & Resolutions:

7:05 Public Hearing and 1st Reading of Ordinance 648: Rezoning of the N 685' of Lot 1, Swenson Addition to the City of Hartford in the W1/2 of the NW 1/4, Township 102 N, Range 51W of the 5th P.M., Minnehaha County, SD from Natural Resource Conservation District to Light Industrial: Ordinance 648 is an ordinance that rezones part of the current Sports Complex to Light Industrial. Nick Borns, Cathe Jatton, Amy Gross, and Jessica Evans all approached the council in opposition of this ordinance. Chamber and Economic Development Director Fonkert approached the council by request to give a background on the ordinance. A motion was made by Horn, second by Kuehl, to approve the 1st reading of Ordinance 648 – Monahan voted no and Brenneman abstained with all others voting yes, motion carried.

7:10 Public Hearing for Resolution 2017-6: Proposed Hartford Comprehensive Plan: Kristen Benidt with SECOG approached the council to give updates on the Comprehensive Plan being presented. A motion as made by Jones, second by Horn, to approve Resolution 2017-6 – all voted yes, motion carried.

Review Amendments to Employee Policy Manual – Policy 3 and Policy 9: Administrator Sidel presented to the council her recommended changes to the employee manual. A motion was made by Horn, second by Kuehl, to approve Policy 3 – all votes yes, motion carried. Discussion was held on Policy 9 and changes were made to the draft. A motion was made by Monahan, second by Nelson, to table Policy 9 until the next regular council meeting – all voted yes, motion carried.

Review Draft Resolution to establishing Provisional Legislative Priorities for the 2018 State Legislative Session: Mayor Menning presented the Draft Resolution to the Council for discussion. Discussion was held and no action was taken.

Reports:

Sheriff's Deputy Report: Deputy Ford reported to the Council that she was continuing to monitor the school zones with extra attention to Mickelson Road and South Main. She answered questions from the Council.

City Engineer Report: Engineer Mergen reported on the Mickelson Road project and reported that they had continued to attend meetings with property owners to get agreements worked out. He reported that the Mike Franken Trail project hit some soft ground issues that needs reinforcement. A motion was made by Monahan, second by Nelson, to authorize the City Administrator to approve and sign the change order of the Mike Franken Trail for the floor sub grade – all voted yes, motion carried. Mergen also reported that they have been working on plan reviews and site reviews around town. He then gave a presentation to the Council with the Vandemark Avenue survey information.

Public Works Superintendent Report:

Streets – Superintendent Wagner reported that gravel work and street patching is being done on roads at this time. The tree branch/leaf drop off site now has set hours and is being locked when not open. Wagner provided a report from the traffic counter to the Council and commented on some of the findings. Cindy Buss approached the council and gave a statement regarding the traffic counter findings.

Water & Sewer – Wagner reported that they have been checking PH levels and they have been too high for discharge. He reported that they had tested for copper and that test came back clean. They also did a stage 2 disinfectant test that they are waiting on the results for. He reported that last week the water tower was inspected.

Park and Pool – Wagner reported that a meeting occurred to discuss the problems with the wading pool and they were given an extended warranty until next spring to correct it. He reported that the water features will be taken out and stored for the winter. He also reported that all previous surplus items were sold.

Finance Officer Report: Finance Officer Sternke gave a report with a look at the revenues. She reminded the council that she along with other city staff would be in and out of the office due to the SDML conference in Sioux Falls this week. The calendar of events was also provided.

City Administrator Report: Administrator Sidel gave an update that the new Code Enforcer, Lance VanMoer, started this week and are getting him acclimated to the position. She reported that the leaf/tree branch dump site is now being gated and hours are posted. Sidel reported that the P&Z Board is going to start working on looking at the subdivision regulations.

Old Business:

Update and Discussion of Mickelson Road Project: Sidel updated the Council on the latest meetings held regarding Mickelson Road. She reported that the Jarding and Jacobsma agreements have been signed and in place for some time. Sidel reported that a meeting was held with Rose Stumpe and questions were answered and some minor changes were discussed. Sidel also reported that a meeting was held with Sam Assam and they are still working out the language in the agreement. Eric Willadsen, the engineer for the developer of Sam Assam's property, approached the council on behalf of Mr. Assam and asked and answered questions. A motion was made by Monahan, second by Nelson, to give Mr. Assam to November 7, 2017 at 7 p.m. to sign or decline the agreement as stated with the plating of some lots and not expand the project scope. An amended motion was made by Monahan, second by Nelson, to change the deadline date to October 31, 2017 at midnight. An amended motion was made by Monahan, second by Nelson, to change "some" lots to 20 lots. Tony Randall approached the council to discuss the motions. John Jarding approached the council to answer questions in regards to the project. A substitute motion was made by Nelson, second by Kuehl, to have no extension of 464th street north further than the original project scope – all voted yes, motion carried. A motion was made by Monahan, second by Nelson, to have a decision from Mr. Assam by October 31, 2017 at midnight, whether he will sign the agreement or not – all voted yes, motion carried. A motion was made by Monahan, second by Nelson, to give Mr. Assam 45 days to plat a minimum of 10 lots within substantial completion of the road going in – all voted yes, motion carried. A motion was made by Kuehl, second by Jones, to have a decision from Mrs. Stumpe by October 31, 2017 at midnight, whether she will sign the agreement or not – all voted yes, motion carried.

New Business:

Surplus Property List: Sidel gave a short list of items that the City needs to dispose of as they are no longer in working order. A motion was made by Kuehl, second by Horn, to surplus the items as the City Administrator sees fit – all voted yes, motion carried.

Approve Renewal of Billboard Agreement – East Face of Billboard #2: Sidel provided a copy of the new billboard agreement for the east face of Billboard #2. A motion was made by Horn, second by Nelson, to approve the billboard agreement for the east face of Billboard #2 – all voted yes, motion carried.

Review Job Description and Authorize Advertisement – Temporary Part-time Snow Removal Position:

Finance Officer Sternke provided a copy of the job description for a temporary part-time snow removal position. A motion was made by Kuehl, second by Brenneman, to approve the temporary part-time snow removal job description and approve advertisement for the position – all voted yes, motion carried.

Correspondence: Mayor Menning proposed writing a thank you to the school district for the use of their facility for the Community Information Night. It was the consensus of the council to write this thank you.

Executive Session – SDCL 1-25-2 (1) Personnel: A motion was made by Horn, second by Nelson, to adjourn to Executive Session – SDCL 1-25-2 (1) Personnel at 9:53 p.m. – all voted yes, motion carried. A motion was made by Brenneman, second by Monahan to exit executive session at 10:20pm – all voted yes, motion carried. A motion was made by Monahan, second by Jones to adjourn at 10:21pm – 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