

City Council Meeting – Regular Meeting November 21, 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, Chamber and Economic Development Director Jesse Fonkert and City Engineer Mitch Mergen.

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

Approve Minutes of November 7, 2017 Meeting: A motion was made by Kuehl, second by Monahan, to approve the November 7, 2017 meeting minutes – all voted yes, motion carried.

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

Hearings, Ordinances, & Resolutions:

7:05 Public Hearing – Liquor License Renewals: Sidel presented the list of businesses renewing their liquor licenses in town. A motion was made by Monahan, second by Nelson, to approve the liquor licenses as presented – all voted yes, motion carried.

7:10 Public Hearing – Transfer of Liquor License RL 5786 from Char'd Restaurant and Lounge, LLC to Empire Productions, LLC d/b/a Blue 42 Sports Grill: Sidel presented the request for a transfer of the liquor license from Char'd to Empire Productions. Courtney Axtell from Empire Productions was present and approached to answer questions from the Council. A motion was made by Horn, second by Monahan, to approve the transfer of the liquor license as presented – all voted yes, motion carried.

7:15 Public Hearing – Application of a Retail on/off Sale Wine License for Empire Productions, LLC d/b/a Blue 42 Sports Grill: Sidel presented the new application for a retail on/off sale wine liquor license for Empire Productions. Courtney Axtell from Empire Productions approached and answered questions from the Council. A motion was made by Horn, second by Monahan, to approve the application for retail on/off sale wine license as presented – all voted yes, motion carried.

Reports:

Fire Department Report: Fire Chief Bryon Shumaker reported that in October 24 calls were responded to, 5 of which were in Hartford. He updated the council on training that is occurring, including EMS training on cardiac emergencies and pediatric situations. Shumaker reminded everyone that the Fire Department has a free smoke detector program going on and to contact the Fire Department to receive the detectors. The Council asked questions regarding fire hydrant exposure during snow events coming up this winter. For safety purposes, the public is asked to clean around fire hydrants.

Chamber and Economic Development Director Report: Director Fonkert reported that the Chamber had their annual meeting and it was successful. He reported that he is working on updating the bylaws with the Chamber. Fonkert gave a report on new businesses opening up in town. Fonkert reported that the annual HADC meeting will be held on November 30, 2017. He also reported that he recently went to a training in St. Paul, MN and was able to go on a grant.

City Engineer Report: Engineer Mergen presented the agreement for phase 2 of the Mickelson Road project. Discussion was held. A motion was made by Nelson, second by Horn, to approve the contract of phase 2. An amended motion was made by Nelson, second by Horn, to approve the contract of phase 2 to include an updated illustration. A substitute motion was made by Monahan, second by Horn, to table to the next meeting – all voted yes, motion carried. Mergen reported that the Mike Franken Trail had its final inspection and a punch list was created for the contractors to finish up on. The engineering team is continuing to work on plan reviews, preliminary plans, updating subdivision regulations and putting sports complex estimates together.

Public Works Superintendent Report:

Streets – Superintendent Wagner reported that staff is still working on gravel roads and will continue until there is a hard freeze or the snow flies. Staff is working on trimming boulevard trees around town. He reported that the gas line on South Main has been fixed. The issues on Sherwood have not yet been resolved but they are working

with the contractors to fix the problems. He reported the boom truck is in for repairs and as soon as it is fixed they will be using it to put up the Christmas decorations around town and also to decorate Century Park's tree for Hometown Christmas. Street Sweeping has been completed for the year.

Water & Sewer – Wagner reported that they were able to discharge 2 ponds after good test results. They should be done discharging at the end of the month. He reported that Metro Construction was able to get water samples up to be able to connect Cressman Addition. He reported that a lot of contractors have issues getting 2 samples to pass and this is due to the rural water switching which chemicals they use but we still require 2 samples for this very reason, to make sure it is safe before connecting to our lines.

Finance Officer Report: Finance Officer Sternke gave a report with a look at the expenses. She reported on progress on the new website and reported how she is updating the public notices and news and announcement sections. She also reported on the upcoming City Christmas Party and asked everyone to RSVP. She also provided the calendar of events.

City Administrator Report: Administrator Sidel reported that she is working with the Census Bureau on updating information for the upcoming census in 2020. She reported that she is working on looking at the 2017 budget to see if there are any contingencies needed for a supplemental appropriation for the end of the year. Sidel reported that she is working with the P&Z board on subdivision regulations. She also reported that she has been in contact with the Minnehaha Sheriff's Department to discuss increasing the night and weekend hours contracted with the City per the approved increase for the 2018 budget. Sidel reported that she sent in the final report for the Wellmark grant for the Mike Franken Trail. She reported that the water tower inspection recently conducted came back well and the tower is in good shape.

Visitors:

Girl Scout Troop 50087 – Silver Award Project Proposal: Girl Scout Troop 50087 presented a proposal to the Council to install doggie poop stations along the bike trail. Troy Larson of the Bike and Recreation Committee approached after the presentation to endorse the project. A motion was made by Nelson, second by Monahan, to approve the project as proposed – all voted yes, motion carried.

Old Business:

Discuss Sports Complex Land: Mayor Menning reported that a meeting is scheduled on November 29th for the Swenson Addition Proposal Team. The Proposal Team consists of Mayor Menning, Councilman Jones, Councilman Kuehl, Lyle Howe from the HADC, Matt Evans and Dave Lorang from the Sports Complex Committee, Director Jesse Fonkert, City Administrator Teresa Sidel, City Engineer Mitch Mergen and citizen Nick Borns. Councilman Monahan discussed rough numbers for improvements to the complex provided by Stockwell Engineers. Discussion was held regarding getting water, sewer and electric to the property. Councilman Nelson read an email between himself and SE Tech turf management team regarding options for the soccer fields. Matt Evans approached and answered questions regarding the soccer fields. A motion was made by Nelson, second by Monahan, to collect information for the final figures to proceed with grading, seeding, electric, water and septic. A substitute motion was made by Monahan, second by Kuehl, to have Stockwell Engineers design the proposed project to include 20 acres of light industrial and 40 acres of sports complex to include hard numbers on grading and seeding. Jessica Evans and Nick Borns approached to comment. The vote was called – all voted yes, motion carried. Mayor Menning appointed Councilman Jones and Councilman Kuehl to the Swenson Addition Proposal Team and asked for special meeting pay retroactive to the last meeting held. A motion was made by Horn, second by Monahan, to approve the appointments and special meeting pay retroactive to the last meeting of the Swenson Addition Proposal Team – Jones and Kuehl abstained with all others voting yes, motion carried.

Update and Discussion of Mickelson Road Project – Apply for Rural Development Funding: Sidel updated the Council on the latest information regarding Mickelson Road. She reported that a few language changes are being made to the Assam agreement. She reported that the Stumpe agreement is being revised. Sidel presented a document to apply for rural development funding. A motion was made by Monahan, second by Horn, to approve the application for rural development funding for the Mickelson Road project – all voted yes, motion carried.

New Business:

Review Security Deposits on Billboards: Discussion was held regarding the new security deposits put on the billboards. Some of the billboards are only partial billboards and not a full billboard and it was asked that the security deposit not be required for multiple parties on one billboard. A motion was made by Monahan, second by Horn, to change the policy to reflect the deposit is based on a percentage of what the renter is renting – all voted yes, motion carried.

Discuss Engineering Services: A motion was made by Jones, second by Kuehl, to table discussion until the next meeting – Monahan voted no with all others voting yes, motion carried.

Correspondence: A thank you was sent to the Council from the Hartford Halloween Chamber event committee and read aloud.

Executive Session – SDCL 1-25-2 (1) Personnel: A motion was made by Jones, second by Kuehl, to adjourn to Executive Session – SDCL 1-25-2 (1) Personnel at 9:42 p.m. – all voted yes, motion carried. A motion was made by Brenneman, second by Kuehl, to exit executive session at 9:58pm – all voted yes, motion carried. Discussion was held in regards to holding a special City Council meeting to discuss strategic planning for 2018. It was the consensus of the Council to hold a special meeting on November 28, 2017 at 7:30pm. A motion was made by Brenneman, second by Monahan, to adjourn at 10:05pm – 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