

City Council Meeting – Regular Meeting December 5, 2017

Council President Mark Monahan 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, and Scott Nelson. Mayor Menning was absent with notice. Councilman Horn gave notice he will be arriving late. Also present were City Administrator Teresa Sidel, City Finance Officer Audra Sternke, Public Works Superintendent Craig Wagner, City Attorney Larry Nelson and City Engineer Jon Brown.

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

Approve Minutes of November 21, 2017 Meeting: A motion was made by Kuehl, second by Nelson, to approve the November 21, 2017 meeting minutes – all voted yes, motion carried.

Approve Minutes of November 28, 2017 Special Meeting: A motion was made by Kuehl, second by Jones, to approve the November 28, 2017 special meeting minutes – all voted yes, motion carried.

Hearings, Ordinances, & Resolutions:

Resolution 2017-9: Resolution to Transfer Contingency Funds: Sidel presented a resolution for the council's review regarding some budget short falls that need money transferred from the contingency fund to balance. A motion was made by Nelson, second by Jones, to approve Resolution 2017-9 as presented – all voted yes, motion carried.

1st Reading of Ordinance 649: 2017 Supplemental Appropriation Ordinance: Sidel presented a supplemental appropriation for the council's review regarding some budget short falls that need money transferred from reserves to get an even balance. A motion was made by Kuehl, second by Nelson, to approve the 1st Reading of Ordinance 649 as presented – all voted yes, motion carried.

Policy 2017-6: Spending Authority Policy: Sidel presented a new policy she was asked to draft per the council's direction regarding employee's spending of city's budgeted expenses. A motion was made by Kuehl, second by Brenneman, to approve Policy 2017-6 as presented – all voted yes, motion carried.

Reports:

Minnehaha Sheriff's Deputy Report: Deputy Ford reported that she is continuing to keep an eye on school zones. She also reported that a group has been vandalizing property in the county with graffiti and hit Hartford over the weekend. The county is working to find the people responsible.

City Engineer Report: Engineer Brown reported that the Mike Franken Trail was complete minus one punch list item left to complete. Engineers have been working on plan reviews and also attended the most recent Swenson Planning Committee meeting.

Public Works Superintendent Report:

Streets – Superintendent Wagner reported that gravel roads are going to be worked on if possible. He reported that Hometown Christmas went well. Wagner reported that he has been working with the DOT regarding 7 lights that are out and not working on Highway 38. He reported that sidewalk inspections in Ward 3 are completed. He also reported that he was able to go to Mitchell for a Street Association planning meeting for their upcoming conference.

Water & Sewer – Wagner reported that staff was able to discharge ponds 2 & 3.

Park & Pool – Wagner reported that if the temperatures get cold enough, they will try and put in an ice rink.

Public Buildings – Wagner reported that the staff is working on putting in some more insulation at the City shop as it has been some time since that was done and most of the insulation has settled so more is needed.

Finance Officer Report: Finance Officer Sternke gave a report with a look at the revenues. She also provided the calendar of events.

City Administrator Report: Administrator Sidel reported that the sidewalk inspections for Ward 3 are complete and that courtesy letters to the homeowners had been sent out. She reported that she was working on putting together developer letters as well regarding our rules and regulations so as to keep them up to date and informed of the expectations when working in the City. Sidel reported that she's been having discussions with our IT service

regarding our server that needs updating. She said that they are looking into whether to buy a server or go to the cloud and if all of the programs the City uses are compatible to the cloud or not. Sidel also reported that she was able to get in touch with Mr. Haugo regarding the right of way needed for the Vandemark Ave project and that a meeting will be set up with him soon to discuss this. She also reported that she will be conducting staff evaluations in the next week.

Councilman Horn arrived at 7:37 p.m.

Old Business:

Discuss Sports Complex – Layout, Grading, Seeding and Budget: Engineer Brown presented to the council a proposal of use for the sports complex land that incorporates fields and light industrial. The plan presented was put together with Stockwell's and the Swenson Planning Committee. A motion was made by Nelson, second by Horn, to approve the grading project as presented by Stockwell Engineering. More discussion was held. Kuehl called the vote. All voted yes, motion carried.

Discuss Miscellaneous Engineering Services: Councilman Jones brought this agenda item to the attention of the council to discuss the force account of the engineering services we currently have and to see if it would be beneficial to have an in house engineer for miscellaneous work in town. Sternke presented a report to the council that showed the last 3 years cost of services for force account items from our current engineering service. Discussion was held and it was determined that some type of inspection service was needed for projects in the city. Sidel stated that she could look into what other cities do for inspection services. No action was taken.

Update and Discussion of Mickelson Road Project: City Attorney Nelson presented to the council a summary of agreements with land owners for the Mickelson Road project and where the process was in getting them signed. Sam Assam approached the council and answered questions regarding his contract. A motion was made by Nelson, second by Horn, that the Mayor be authorized to sign 5 separate agreements for the Mickelson Road project subject to approval of the City Attorney. Discussion was held. Nelson called the vote. All voted yes, motion carried. A motion was made by Jones, second by Nelson, to approve the Stockwell agreement for phase 2 of the Mickelson Road project as presented. Discussion was held. Kuehl called the vote. All voted yes, motion carried.

New Business:

Review/Approve 2018 Minnehaha Sheriff Police Service Agreement: Sidel presented the proposed agreement with the Minnehaha Sheriff's office for random service on nights and weekends. A motion was made by Horn, second by Kuehl, to approve the 2018 Minnehaha Sheriff Police Service Agreement – all voted yes, motion carried.

Billboards Lease Renewals for Billboard #2: Sidel presented revised billboard lease agreements for Billboard #2. A motion was made by Horn, second by Nelson, to approve the lease renewals for Billboard #2 as presented – all voted yes, motion carried.

Security Cameras: Discussion was held regarding the possibility of putting up security cameras at City Hall for safety reasons. It was the consensus of the council to have Sidel consult with a security company to get quotes on cameras for City Hall with expansion possibilities.

Correspondence: Councilman Nelson proposed to write a thank you to the Hometown Christmas committee. It was the consensus of the council to write this thank you.

Adjourn: A motion was made by Horn, second by Kuehl, to adjourn at 9:08 p.m. – 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