

City Council Meeting – Regular Meeting February 21, 2016

Mayor Jeremy Menning called the meeting to order at 7:00 pm 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, Public Works Superintendent Craig Wagner, and City Engineer Mitch Mergen. Chamber and Economic Development Director, Jesse Fonkert, arrived later.

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

Approve Minutes of the February 7, 2017 Regular Meeting: A motion was made by Nelson, second by Horn to approve the February 7, 2017 regular meeting minutes – all voted yes, motion carried.

Approval of the Bills: A motion was made by Monahan, second by Brenneman to approve the bills submitted for payment – all voted yes, motion carried.

Ordinances, Resolutions and Hearings:

- **7:05 Zoning Hearing:** John Jarding with Jarding Development has submitted an application to zone his property along Mickelson Road (E986.2 SE ¼ Lying S of Ry (Ex Pts in City Limits of Hartford) 22-102-51). This property was annexed into the city last year and he has plans to develop the property. He is asking to zone the property into 12 residential lots on the west side of the property and 3 commercial lots along the east side of his property. All notices have been posted and published. A motion was made by Monahan, second by Kuehl, to approve zoning application #2017-1-20 for Jarding Development – all voted yes, motion carried. The zoning will be placed into ordinance form.
- **Special Event Application:** The West Central National Honor Society has submitted an application to hold a 5K run for the Murphy Scholarship in honor of Kier Murphy, former High School guidance counselor. The event is planned for Saturday, April 1st and will be held from 9am to 11pm. The group is asking permission to hold this event on various city streets and the use of the city paint sprayer. A motion was made by Nelson, second by Monahan to approve the application request and waive the application fee – all voted yes, motion carried.
- **2nd Reading of Ordinance #639:** A motion was made by Monahan, second by Horn to approve 2nd reading of Ordinance #639, which will amend the appointment times of the City Engineer and City Attorney – all voted yes, motion carried. A motion was made by Horn, second by Nelson, to extend the current appointments of the city engineer and city attorney to the 1st regular meeting in September 2017 – all voted yes, motion carried.

Reports:

- **City Engineer Report:** City Engineer, Mitch Mergen, was present to update the council on various engineering projects. He noted that the DOT is still working on environmental clearances for the Mike Franken Trail and that archeological report and 404 permit are pending. The engineers are working on final designs for the Mickelson Road project and they are working with city staff to establish agreements with adjoining property owners. An agreement between the City and Stockwell Engineers was presented for council review that will add approximately 300' to the Mickelson Road project. A motion was made by Kuehl, second by Brenneman to approve the additional footage for a portion of 464th Avenue to project number #16046 – all voted yes, motion carried. Stockwells continue to work on the city's wastewater study, GIS updates, slurry seal project, plan reviews and a promotion city map.
- **Public Works Superintendent Report:**
 - Streets:** The city has been working on the drainage areas, culverts and gutters. Craig has met with Mike Smith to discuss boulevard trees downtown, more information will be present at future meetings. Wagner also priced and reviewed various backhoes and options. Discussion was held with the council asking if they would like to buy off the NJPA bid or if they would like the staff to put together specifications on a used backhoe and go through the bid process to purchase – it was the consensus of the council to purchase off the NJPA bid. A motion was made by Horn, second by Brenneman to purchase a John Deere Backhoe though the NJPA bid listing for \$111,616.85 – Jones voted no, with all others voting yes, motion carried.
 - Water & Sewer** – O'Kane took his final wastewater examination for Class II certification last week in Rapid City – the city should have his results in a few weeks.
 - Parks & Pools-** Wagner & Hagen completed classes for pesticide recertification. The city has taken down a few older trees in the park and the stumps will be remove shortly. Wagner

has also looked into the purchase of a John Deere Gator utility vehicle to assist with various jobs throughout town. A motion was made by Nelson, second by Horn to purchase a John Deere Gator TS5 for \$6,925.00 – all voted yes, motion carried.

- **Finance Officer Report-** Due to a death in the family, Finance Officer Audra Sternke was not present but her written report was presented to the council for their review. The report highlights cash revenues and included committee cash balances. It also noted that all city committees were asked to provide a copy of their minutes and meeting schedule to the city. Sternke has been working with the city staff and the website provider to update the city's website. The city is currently accepting application for summer help and the city's municipal election is set for April 11, 2017 with petitions due by February 24th. Sternke also provided a calendar of events. The city's equalization date needs to be set for the 3rd week in March. A motion was made by Monahan, second by Nelson to set the city equalization meeting for March 20, 2017 at 7pm, with a backup date of March 22, 2017 at 7pm if needed – all voted yes, motion carried.
- **City Administrator Report-** City Administrator Sidel noted that the Wellmark Foundation has extend the grant period through 2017 for the Mike Franken Trail Grant. A reminder was given to the council regarding the up-coming District 3 meeting which will be held in Hartford at the Fireside Event Center on March 23, 2017. Minnehaha County is allowing the city to move forward with pursue joint jurisdiction so the P&Z Board will begin by updating the city's comprehensive plan. More information will be presented to the city council regarding snow removal by fire hydrants, future contracts and IT services at a later date. Sidel also noted that the staff looked into possible options for a staff vehicle. A 2015 Chevy Malibu was presented to the council for their review. The vehicle is in great condition, low miles, good gas mileage, still under warranty and will be purchased from a local vendor. A motion was made by Monahan, second by Jones to purchase the 2015 Chevy Malibu from Hartford Auto for \$15,998.00 contingent on a clean car fax report – all voted yes, motion carried.

Old Business:

- **Discussion of Maternity/Paternity Leave:** The City Council reviewed maternity/paternity policies offered by other cities. Currently, the Hartford offers leave through FMLA, which allows for up to 12 weeks of unpaid leave to qualifying employees. A motion was made by Monahan, second by Nelson to grant any employee utilizing FMLA leave up to 10 days of paid time off at 50% of their current wage provided that all other paid leave (sick and vacation) be used before the extra 10 days at 50% of current wages is paid out and that all paid leave will run concurrent with FMLA leave and be considered part of their 12 weeks allowed through FMLA – Kuehl voted no, with all others voting yes, motion carried.
- **Discussion of Ethics Policy:** The City Council was provided examples of ethics policies adopted by other municipalities for their review. A motion was made by Monahan, second by Jones to have the City Administrator draft an ethics policy for the council to review – all voted yes, motion carried.

New Business:

- **Surplus List:** The council was presented a list of items owned by the city that are no longer working or have to useful life to the city. A motion was made by Kuehl, second by Horn to approve the surplus list so the staff can dispose of the items properly – all voted yes, motion carried.
- **Increase of Petty Cash:** Staff has requested that petty cash be increase by \$100.00 in order to ensure enough funds to pay for any minor expenses each month. A motion was made by Monahan, second by Nelson to increase the city's petty cash amount by \$100.00 all voted yes, motion carried.
- **Project scope of Vandemark Avenue:** Improvements of Vandemark Avenue has been a topic of discussion by the city. Cost estimates of this project may vary widely. In order to have more accurate cost figures, it was the consensus of the city council to have the city engineer provide a proposal to the city for preliminary work on this project to be reviewed at the council's next meeting.

Correspondence: It was the consensus of the Mayor and Council to write a thank you to Jarding Development for their investment in the city.

Executive Session: A motion was made by Horn, second by Kuehl to enter into executive session at 8:27 pm for personnel (SDCL 1-25-2.1) – all voted yes, motion carried. A motion was made by Kuehl, second by Horn to exit executive session at 9:18 pm – all voted yes, motion carried.

Adjournment: A motion was made by Horn, second by Monahan to adjourn at 9:19 p.m. – all voted yes, motion carried.

Minutes recorded by Interim City Administrator, Teresa Sidel.

I, the undersigned, Teresa Sidel, City Administrator 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.

Teresa Sidel, City Administrator