

City Council Meeting – Regular Meeting February 6, 2018

Mayor Jeremy Menning called the meeting to order at 7:26 p.m. at Hartford City Hall with the following city council members present: Mark Monahan, Arden, Jones, Mark Brenneman and Scott Nelson. Councilmen Horn and Kuehl were absent with notice. Also present were City Administrator Teresa Sidel, City Finance Officer Audra Sterneke, 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 Jones, to approve the agenda as presented – all voted yes, motion carried.

Approve Minutes of January 16, 2018 Meeting: A motion was made by Monahan, second by Jones, to approve the January 16, 2018 meeting minutes. Councilman Nelson asked for a correction on the second page, second paragraph, second sentence to change east facing billboard to west facing billboard. A vote was taken - all voted yes with correction, motion carried.

Ordinances, Resolutions, Applications and Hearings:

7:05 Public Hearing – Application for a Package Off-Sale Liquor License for Kjellsen Enterprises, LLC d/b/a South Bar: Scott Yount approached the council on behalf of the South Bar to answer questions. A motion was made by Monahan, second by Nelson, to approve the application for a Package Off-Sale Liquor License for Kjellsen Enterprises, LLC d/b/a South Bar – all voted yes, motion carried.

Visitors:

David and Brittany Glanzer – Water Bill Dispute for 505 S Main Ave: Brittany Glanzer approached the Council to give her statement on the issue and answer questions of the Council. A motion was made by Monahan, second by Jones, to forgive the outstanding debt of \$444.09 and refund the \$250.00 already paid. Discussion was held. A substitute motion was made by Nelson, second by Jones, to only forgive the \$444.09 due as overage – all voted yes, motion carried.

Matt Evans – Update on Hartford Area Sports and Recreation Committee: Matt Evans approached the Council to give an update on the Committee. Evans reported that the Committee received a grant and will be getting a new set of bleachers. He reported that the Committee will be purchasing a new batting cage as the current one has some safety issues. Evans also listed some topics of discussion they would like to have with the Council in the future. He reported that the committee will be meeting on the second Sunday of the month at 7 p.m. at the Pizza Ranch. BJ Olson approached the Council regarding a tournament being held during Jamboree Days and spoke on the progress of the complex and asked questions to the Council.

Don Sieverding – Discuss Sewer along N Vandemark Ave: Don Sieverding approached the Council regarding needing sewer to his new development off of Vandemark. A motion was made by Monahan, second by Nelson, to have City Staff talk to an adjacent property owner about a construction easement for sewer and/or acquiring the right of way – all voted yes, motion carried.

Reports:

Minnehaha Sheriff Deputy Report: Deputy Ford reported that she continues to monitor school zones. She reported that there have been attempted burglaries in town and that they have a suspect in custody. She gave a reminder to citizens to make sure that they lock their doors. She reported that there have been reports of kids shooting BB guns in town and they are working on their investigation into this. She also reported that Hartford Auto is currently closed.

Chamber and Economic Development Director Report: Director Fonkert reported that he a local business owner reached out to him in regards to the east bound billboards. A motion was made by Nelson, second by Monahan, to approve the renting of east bound billboards 2 and 3 to Blue 42 for \$150.00 per month per sign and to disperse the deposit for both signs over a 5 month period – all voted yes, motion carried. A motion was made by Nelson, second by Jones, to table discussion on the Proposal for the City lots by the Fire Station until the next Council meeting – all voted yes, motion carried. Fonkert presented a proposal for the City Lots on Main Street and asked that the lots be transferred to the HADC. Justin Eich, President of the HADC, approached the Council to give his opinion on the matter. A motion was made by Monahan, second by Brenneman, to transfer the 3 lots on Main Street to the HADC contingent upon the business submitting preliminary site plans to the City Council for approval – all voted yes, motion carried.

City Engineer Report: Engineer Mergen reported on the progress of the Sports Complex and said he would forward along the plans to the Sports Complex Committee when he presents them to the City. Mergen reported on the Mickelson Road project and that the 404 permit came through and the preliminary engineering documents and construction documents are being worked on. Questions about the bid were asked and he reported that the bidding is slated to begin end of April. He reported that they are working with the Planning and Zoning Board at the next meeting on the subdivision regulations and the design standards.

Public Works Superintendent Report: Public Works Superintendent, Craig Wagner, provide the city council a copy of his report for review. Wagner noted that Missouri Petroleum was the low bid for our street slurry seal project. We will wait for Sioux Falls to award the bid this week and then it will come before the Hartford City Council for approval of our share. It was also noted that the Main Lift Station has had some pump issues this past week. There is one pump out of service, which will be fixed as soon as repair parts are received, but the remaining 2 pumps are now working well.

Finance Officer Report: Finance Officer Sternke gave a report with a look at the revenues. Sternke asked for a consensus from the Council on where the first grading of the Sports Complex bill should be coded to. It was the consensus of the Council to code the grading at this time to the general fund and not to the Sports Complex fund. Sternke presented the list of available election workers for 2018. The Mayor asked to appoint Marilyn Siemonsma as the election superintendent, Myra Bornitz and Verla Borgen as election deputies and Christel Schroeder as the alternate. A motion was made by Monahan, second by Nelson to approve the appointments of election workers as presented – all voted yes, motion carried. She also provided the calendar of events.

City Administrator Report: Administrator Sidel provided her reported to the City Council. Sidel asked for a consensus of the Council on an idea to have 1 large tree planted at the Middle School for the 3rd grade class in lieu of handing out seedlings to each student to take home. It was the consensus of the Council to change the procedure and go with the new option of planting a large tree for each class each year if agreeable to the school. Sidel asked for a consensus of the Council in regards to the dump passes for the Sioux Falls landfill this year. It was the consensus of the Council to do dump passes again this year. It was the consensus of the Council to put a discussion on the next Council meeting in regards to the boulevard trees and possibly plant some of them in the sports complex since there is a need that was brought up for shade.

New Business:

Review/Approval of Seasonal Job Descriptions and Wages: Officer Sternke presented updated job descriptions to the Council for approval. Administrator Sidel requested changes in compensation to the Dump Site Monitor position and the Park and Recreation Director position. A motion was made by Monahan, second by Nelson, to approve the job description for the Park and Recreation Director with a pay scale between \$1,250.00 - \$1,500.00 salary to be given at the discretion of the City Administrator – all voted yes, motion carried. A motion was made by Monahan, second by Jones, to approve the Park and Recreation Activities Coordinator job description as submitted – all voted yes, motion carried. A motion was made by Monahan, second by Jones, to approve the Park and Recreation Assistant job description as submitted – all voted yes, motion carried. A motion was made by Monahan, second by Jones, to approve the Public Works Assistant job description as submitted – all voted yes, motion carried. A motion was made by Monahan, second by Jones, to approve the job description for the Dump Site Monitor with a pay scale between \$10 - \$15 an hour to be given at the discretion of the City Administrator – all voted yes, motion carried. A motion was made by Jones, second by Nelson, to approve the Lifeguard job description as presented – all voted yes, motion carried. A motion was made by Nelson, second by Jones, to approve the Pool Manager job description as presented – all voted yes, motion carried. A motion was made by Jones, second by Nelson, to approve the Assistant Pool Manager job description as presented – all voted yes, motion carried.

Set 2018 Equalization Meeting Date and Time: A motion was made by Nelson, second by Monahan, to hold the 2018 Equalization Meeting on March 19, 2018 at 7 p.m. at City Hall – all voted yes, motion carried.

Mayoral Appointment to Planning and Zoning Board for 2018-2020 Term: Mayor Menning appoints Mark Anderson to the Planning and Zoning Board for the 2018-2020 term. A motion was made by Monahan, second by Nelson, to approve the appointment of Mark Anderson to the Planning and Zoning Board - all voted yes, motion carried.

Mayoral Appointments to Review Committee for Employee Manuals: Mayor Menning appoints himself along with Mark Monahan, Scott Nelson, Teresa Sidel, Craig Wagner and Jesse Fonkert to the Employee Manual Committee. A motion was made by Nelson, second by Brennehan, to approve the appointments given by Mayor

Menning and to include special meeting pay to Monahan, Nelson and Menning for any committee meetings – all voted yes, motion carried.

Review and Discuss of Maintenance Fees: A motion was made by Monahan, second by Jones, to table discussion until the next Council meeting – all voted yes, motion carried.

Correspondence: A thank you from the Hometown Christmas Committee was shared. A thank you from the Girl Scouts for the poop clean up stations was shared.

Executive Session – SDCL 1-25-2 (1) Personnel and SDCL 1-25-2 (3) Legal: A motion was made by Jones, second by Brenneman, to adjourn to Executive Session – SDCL 1-25-2 (1) Personnel and SDCL 1-25-2 (3) Legal at 9:19 p.m. – all voted yes, motion carried. A motion was made by Jones, second by Brenneman, to exit executive session at 9:45pm – all voted yes, motion carried. A motion was made by Monahan, second by Jones, to adjourn at 9:46pm – 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