

## **City Council Meeting – Regular Meeting March 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, Travis Kuehl, Ryan Horn, and Scott Nelson. Mark Brenneman gave notice that he would be late. Also present were City Administrator Teresa Sidel, City Finance Officer Audra Sternke, Public Works Superintendent Craig Wagner, and City Engineer Mitch Mergen.

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

**Approve Minutes of March 7, 2017 Regular Meeting:** A motion was made by Horn, second by Nelson, to approve the March 7, 2017 regular meeting minutes – Monahan abstained with all others voting yes, motion carried.

**Bills:** A motion was made by Monahan, second by Kuehl, to pay all bills presented minus the Graham Tire bill – all voted yes, motion carried.

### **Hearings, Ordinances, & Resolutions:**

**2<sup>nd</sup> Reading of Ordinance 640 - Rezone:** A motion was made by Horn, second by Nelson, to approve the 2<sup>nd</sup> reading of Ordinance 640 – Rezone parcel #15988 from agriculture to residential/community commercial – all voted yes, motion carried.

**7:05 Public Hearing and 1<sup>st</sup> Reading of Ordinance 641 – Rezone:** Tony Schwartz approached the council and asked to have his property rezoned. A motion was made by Nelson, second by Horn, to approve the 1<sup>st</sup> reading of Ordinance 641 – Rezone parcel #16044 – Kuehl abstained with all others voting yes, motion carried.

**Policy 2017-2 – Spending Policy for Elected and Appointed Officials:** Administrator Sidel presented a policy that was drafted as directed from the council. A motion was made by Kuehl, second by Horn, to approve Policy 2017-2 – all voted yes, motion carried.

**7:10 Public Hearing for Resolution 2017-2:** Leslie Mastroianni with SECOG approached the council and gave a presentation. Mastroianni stated that she has been working on funding for the Mickelson Road project with regards to the waste water and storm sewer portion of the project and was helping the city to obtain funding. A motion was made by Kuehl, second by Monahan, to approve Resolution 2017-2 – all voted yes, motion carried.

Brenneman arrived at 7:21 p.m.

### **Reports:**

**City Engineer Report:** City Engineer Mergen updated the council on the projects that are being worked on. The engineers are working on design and vantage calculations for the Mickelson Road Project. Mergen reported that he spoke with City Attorney Larry Nelson and they are making progress with agreements related to the Mickelson Road Project and are closely working on that together. Mergen also reported that the waste water study is almost complete. He stated that GIS work has been going on as well as bids for the slurry seal projects coming up. They also have been looking at reviews in the Barker Addition as well as Turtle Creek. Mergen then gave a presentation to the council on the CIP report. After that, Mergen also gave a presentation on the proposed Vandemark Project.

### **Public Works Superintendent Report:**

**Streets** – Wagner reported that snow removal recently occurred again in the city. He stated that he was working on getting prices for mag water and crack sealing for the streets in anticipation of spring. He is looking at information on the 2017 slurry seal projects that will be needed. He reported that all the welcome signs have been inspected and repaired and are all in working condition now. He reported that he spoke with the DOT in regards to the Highway 38 street lights that have been out.

**Water & Sewer** – Wagner reported that the waste water study is almost complete.

**Park and Pool** – Wagner stated the parks and pool will be starting up again soon with the warmer weather. He reported that the new wading pool features will be here in about 6 weeks and they are hoping to have them installed before the pool opens for the season.

Wagner also had a request from the fire department asking that they be allowed to block off half a block on main street in front of the senior center for training tomorrow night (22<sup>nd</sup>). It was the consensus of the council to allow this. Wagner requested that he and Jesse O’Kane be allowed to attend a street maintenance spring training that is coming up. A motion was made by Nelson, second by Kuehl, to approve Wagner and O’Kane to attend the street

maintenance spring training on April 12-13 in Oacoma – all voted yes, motion carried. A note was made by Kuehl to have Wagner check on the timing of the billboard lights.

**Finance Officer Report:** Finance Officer Sternke gave a report including the Bill Report, Tax Revenue Report and Committee Reports. She reported that work on the website redesign continues and should be ready for first draft soon. She reported that they have been advertising and accepting applicants for summer help. A calendar of upcoming events was also provided.

**City Administrator Report:** Administrator Sidel gave an update on City business. She reported that the plans for the District 3 meeting this week are all in place. She stated that she would have more to report at the next council meeting on the right of way meetings she was having with residents in the next week. She reported that she has met with the new IT service and is working with them to get the contract ready and signed. Sidel reported that the dump passes will be available starting April 1. She reported that the insurance inspector has been out to tour our facilities and complete his regular inspection. Sidel stated that she has been working on the codified ordinance with SECOG and is going over any corrections that need to be made before presenting it to the council for review. Sidel recommended for hire for the Pool Manager, Amy Sebert and for Pool Assistant Manager, Darci Brown. A motion was made by Horn, second by Monahan, to hire Amy Sebert as the Pool Manager for the 2017 season at the rate of \$14.50 per hour – all voted yes, motion carried. A motion was made by Horn, second by Nelson, to hire Darci Brown as the Assistant Pool Manager for the 2017 season at the rate of \$13.50 per hour – all voted yes, motion carried. Sidel also recommended for hire for the Park and Recreation Director, Laura Johnson. A motion was made by Monahan, second by Horn, to hire Laura Johnson as the Park and Recreation Director for the 2017 season with the salary of \$1,250.00 for the season – all voted yes, motion carried.

**Old Business:**

**Review Draft of Ethics Policy:** Sidel presented a draft of the ethics policy that would be enacted. Discussion was held. The council would like added to the policy regarding “significant gifts” to also include a \$100 per occurrence stipulation to that statement.

**Review Mayor/City Council Pay:** Discussion was held in regards to raising the pay of the mayor and city council. A motion was made by Jones, second by Kuehl, to raise the City Council pay to a \$1,200.00 salary, a \$100 per regular meeting pay and a \$75 per special meeting pay starting May 1, 2017. More discussion was held and Tony Randall approached the council with his favorable opinion on the matter. Horn voted no with all others voting yes, motion carried. A motion was made by Monahan, second by Kuehl, to raise the Mayors pay to a \$1,800.00 salary, a \$100 per regular meeting pay and a \$75 per special meeting pay starting May 1, 2017 – Brenneman voted no stating he thought the increase was not high enough with all others voting yes, motion carried. Nelson made a formal request to have the P&Z Board pay added to the next meetings’ agenda.

**New Business:**

**Request of Budget Funds from Hartford Senior Center:** A motion was made by Monahan, second by Jones, to release the \$8,000.00 budgeted funds to the senior center – all voted yes, motion carried.

**Discuss City Dump Site Area:** Discussion was held regarding the city’s current dump site for grass and tree branches. Tony Randall approached the council in regards to the issue and his opinion on the matter. A motion was made by Monahan, second by Horn, to table discussion until the next council meeting – all voted yes, motion carried.

**Correspondence:** A notice to the council was sent regarding a public meeting coming up on a recent Minnehaha County EMS Study.

**Adjourn:** A motion was made by Horn, second by Nelson, to adjourn at 9:27 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.

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Audra Sternke, Finance Officer