

## **City Council Meeting – Regular Meeting March 7, 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: Arden Jones, Mark Brenneman, Travis Kuehl, Ryan Horn, and Scott Nelson. Mark Monahan was absent with notice. 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 Jon Brown.

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

**Approve Minutes of February 21, 2017 Regular Meeting:** A motion was made by Horn, second by Nelson, to approve the February 21, 2017 regular meeting minutes – all voted yes, motion carried.

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

**1<sup>st</sup> Reading of Ordinance 640 - Rezone:** A motion was made by Horn, second by Brenneman, to approve the 1<sup>st</sup> reading of Ordinance 640 – Rezone parcel #15988 from agriculture to residential/community commercial – all voted yes, motion carried.

### **Reports:**

**Sheriff's Report:** Deputy Ford reported that she has been covering the area and focusing on school zones. There was an issue that arose last week at city hall that Deputy Ford addressed.

**Chamber and Economic Development Director Report:** Jesse Fonkert gave a report to the council with the on goings of the Chamber and HADC. He reported that a ribbon cutting will be happening at Modern Woodmen of America on March 10<sup>th</sup>. A few meetings have been held recently to discuss his role with the Chamber and HADC. The HADC now has a Twitter handle. He reported that the HADC had their annual meeting recently and had a good turn out with about 25 attendees, despite the weather. The HADC will be holding a retreat coming up on March 24.

**City Engineer Report:** City Engineer Brown updated the council on the projects that are being worked on. Mickelson Road project is underway with the drainage and box culvert designs being created. They are looking at late spring/early summer to put out bids for the project. The Waste Water Study is currently identifying where the trunk line would be. The intent is to look at options with our existing facility and also look at moving it downstream with other options. On the Force Account they are working with the GIS mapping. The Slurry Seal project is going out to bid in the next few weeks. Discussion on an agreement for Vandemark/9<sup>th</sup> street project was held. Brown did point out that the issues deal a lot with the right of way in this area. An agreement was presented to the Council from Stockwell to move forward with creating a preliminary design and develop a cost estimate for the project. A motion was made by Kuehl, second by Brenneman, to approve the agreement with Stockwell for project #17038 – all voted yes, motion carried.

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

**Streets** – Wagner reported that with the nice weather they have been focusing on gravel roads. The Back Hoe and Gator have been ordered.

**Water & Sewer** – Wagner reported Jesse O’Kane took his last Class 2 certification test and passed. They have been shifting the ponds due to icing and a sample will be taken this week.

**Park and Pool** – Wagner stated that Terry and himself took a pesticide class and have renewed their certification. He reported that the shelving in the City Hall garage was moved to accommodate the new car.

**Finance Officer Report:** Finance Officer Sternke gave a report including the Revenue Report and Revenue highlights. She reported that the website is coming along and a first draft should be generated soon. She reported that they have been advertising and accepting applicants for summer help. She also reported that the election was cancelled due to all candidates running unopposed and that this has been thoroughly advertised. 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 are all set and in place. She reported that she has been working on the Mickelson Road project by getting together financials for the upcoming loans that will need to be acquired and also getting assessment information for property owners together. She reported that she has been contacted by the 2020 Census and is already working with them on the growth status here in Hartford. She reported that the P&Z Board will have a rezone at their next meeting and also a variance in the industrial park. Also at the next P&Z meeting SECOG will

be doing a training presentation. She reported that she is getting a bid out for the 5 acres out by Central States to lease out to a farmer for a crop.

**Old Business:**

**Review Draft of Ethics Policy:** A motion was made by Kuehl, second by Nelson, to table discussion until the next council meeting – all voted yes, motion carried.

**Discuss Snow Removal Around Fire Hydrants:** Discussion was held regarding requiring adjoining property owners to remove snow around fire hydrants. Terry Hagen approached the council and voiced that he didn't think there was an issue with people not already helping out with it. No action was taken.

**New Business:**

**Review/Approve Annual Report:** A motion was made by Nelson, second by Horn, to approve the annual report – all voted yes, motion carried.

**Review Proposals for IT Services:** Sidel reported to the council that we are no longer able to use our current IT services and need to look for a new one. She provided several proposals from local companies. A motion was made by Nelson, second by Horn, to use Sioux Falls Network as our new IT service and begin services upon approval of the contract – Brenneman voted no with all others voting yes, motion carried.

**Discuss Spending Policy:** Discussion and questions were held. A motion was made by Brenneman, second by Horn, to have Sidel draft a zero spending policy for the Council and Mayor – Nelson voted no will all others voting yes, motion carried.

**Review Mayor/City Council Pay:** A motion was made by Horn, second by Jones, to table discussions until the next Council meeting – all voted yes, motion carried.

**Discuss HADC/Chamber Contracts:** The Council discussed contracts between the City and the HADC and the City and the Chamber regarding the services of the Chamber and Economic Development Director role in both organizations. Sherri Goebel from the Chamber expressed that they have not had any discussions on this issue, but doesn't think the Chamber would be opposed to the idea. A motion was made by Kuehl, second by Nelson, to have Sidel draft a contract with the HADC and Chamber – all voted yes, motion carried.

**Update on Pre-Mitigation Plan:** Sidel updated the council on the Pre-Mitigation Plan meeting she attended, which is a requirement if the City would ever have the need for Federal Aid in a disaster situation. Their first meeting was on February 7, 2017 and the next meeting will be on April 6, 2017 where mitigation problems for our specific area will be discussed and identified. Council and public input is encouraged.

**Correspondence:** Menning proposed sending a congratulatory note to Jesse O'Kane for passing the recent Waste Water Study Test and becoming Class 2 Certified. It was the consensus of the council to write the note as proposed.

**Executive Session – SDCL 1-25-2 (1) Personnel:** A motion was made by Kuehl, second by Jones, to adjourn to Executive Session – SDCL 1-25-2 (1) Personnel at 8:40 p.m. – all voted yes, motion carried. A motion was made by Jones, second by Horn to exit executive session at 8:54pm – all voted yes, motion carried.

A motion was made by Horn, second by Nelson to pay Mark Monahan, Mark Brenneman, Arden Jones and Jeremy Menning for a special meeting attended on February 28 with the HADC and Chamber board members – all voted yes, motion carried.

A motion was made by Kuehl, second by Nelson to give Neil Hanisch and Jesse O'Kane a \$.25 raise effective on the next pay period (March 14, 2017) for achieving their class 2 certifications – all voted yes, motion carried.

**Adjourn:** A motion was made by Nelson, second by Brenneman to adjourn at 8:56 p.m. pm – all voted yes, motion carried.

Minutes recorded by Finance Officer, Audra Sterneke.

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