

City Council Meeting – Regular Meeting April 18, 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, Ryan Horn, and Scott Nelson. Jeremy Menning was absent with notice. Also present were City Administrator Teresa Sidel, City Finance Officer Audra Sternke, Public Works Superintendent Craig Wagner and City Engineer Jon Brown.

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

Approve Minutes of April 4, 2017 Regular Meeting: A motion was made by Kuehl, second by Horn, to approve the April 4, 2017 regular meeting minutes – Monahan abstained with all others voting yes, motion carried.

Approve Minutes of April 12, 2017 Special Meeting: A motion was made by Kuehl, second by Horn, to approve the April 12, 2017 special meeting minutes – Horn voted no, all others voting yes, motion carried.

Hearings, Ordinances, & Resolutions:

2nd Reading of Ordinance #642 – Amend City Council and Mayor Compensation: A motion was made by Brenneman, second by Kuehl, to approve the 2nd reading of Ordinance 642 – Amend City Council and Mayor Compensation – all voted yes, motion carried.

Special Event Permit: A motion was made by Kuehl, second by Jones, to approve the Special Event Permit for National Day of Prayer. An amended motion was made by Kuehl, second by Jones, to include waiving the application fee for the special event permit – all voted yes, motion carried.

Reports:

City Engineer Report: City Engineer Brown updated the council on the projects that are being worked on. He reported that the Mickelson Road project is progressing well. The design from street and utilities have come together well. They are now working on tying in the wetlands to the project and analyzing the bridge vs. box culvert options. He reported that a draft for the waste water study has been done. Brown stated that the Mike Franken Trail should be surveyed this week and then the last step is waiting on the bids for the final stage of the project. He reported that the slurry seal bids are now in. The engineers have been working on reviewing several plans in developments in town.

Public Works Superintendent Report:

Streets – Superintendent Wagner reported that he spoke with Travis from the DOT and they are working to get the street lights on Hwy 38 fixed. He reported that the boulevard trees will start getting planted this week. Wagner reported that the staff has gotten all the snow equipment looked over and put away for the season. He reported that he will be giving away trees to the 3rd graders on Arbor Day and invited anyone from the council that wanted to, to participate. He stated that he is applying for a grant from the Department of Ag for mosquito control.

Water & Sewer – Wagner reported that they were monitoring PH levels in the ponds and currently they are a little high but shouldn't be a problem for the summer season. He reported that the quarterly reports will be done for the DNR this week.

Park and Pool – Wagner reported that the bathrooms in the parks are open and one has already been vandalized. He stated that the staff had been working on replacing the roof on the chemical building at the pool.

Wagner presented information on a program called SD Warn, which is a waste water organization that you can be a part of. The no cost agreement signed with SD Warn would allow entities to request temporarily needed equipment, mainly due to emergencies, between different entities. He requested that Hartford become a member of SD Warn. A motion was made by Brenneman, second by Horn, to join SD Warn – all voted yes, motion carried. Wagner also made a request to the council to allow part time/seasonal public work assistants the ability to make purchases as directed by full time staff as needed on city accounts at local businesses. A motion was made by Nelson, second by Horn, to authorize part time public works assistants to charge city supplies to local accounts, provided Wagner give list of authorized people to businesses – all voted yes, motion carried.

Finance Officer Report: Finance Officer Sternke gave a report including the Expense Report and Committee Funds Reports. She reported that the first draft of the website has been reviewed and that some more pictures were requested. Also a webinar will be scheduled to go over website content soon. She also reported that the Park and Recreation Program dates have been confirmed along with the swimming lessons being held this summer at the pool. A calendar of upcoming events was also provided.

City Administrator Report: Administrator Sidel gave an update on City business. She reported that she was working on the agreements for Mickelson Road and will be reviewing those with the surrounding property owners when completed. She reported that Haugo was unavailable to reschedule a meeting with her as of yet to discuss the Vandemark right of way. Sidel presented information from our IT company regarding getting tablets vs. laptops for the council and that they would also suggest jump drives vs. using the cloud for storage to save on costs. Discussion was held. It was the consensus of the council to ask the IT service to come to a council meeting to go over the proposals and be available for questions. Sidel reported that contracts between the City and the HADC and the City and the Chamber have been drafted and will be presented to the HADC and Chamber respectively before being brought to the council. She stated that the tree and leaf dump site is open at its old location temporarily and that this will be an agenda item on the next council meeting to deal with moving the location and further discussion. A proposal was made by Councilman Nelson regarding the empty billboards on I-90 and he asked that this agenda item be added to the next council meeting. Sidel presented more candidates to the council for hire for the 2017 summer season. She recommended hiring for Assistant Pool Manager, Christine Lebeda at \$12.50 an hour. A motion was made by Kuehl, second by Horn, to approve Christine Lebeda as Assistant Pool Manager as recommended – all voted yes, motion carried. Sidel recommended hiring for lifeguard and Assistant Pool Manager, Madison Monahan, at \$10.25 an hour for lifeguard and \$11.25 for Assistant Pool Manager. A motion was made by Nelson, second by Horn, to approve Madison Monahan as lifeguard and Assistant Pool Manager as recommended – Monahan abstained with all others voting yes, motion carried. Sidel recommended hiring for the Park and Recreation Assistant, Ryan Vinzant, at \$7.25 an hour. A motion was made by Horn, second by Jones, to hire Ryan Vinzant for the Park and Recreation Assistant as recommended – all voted yes, motion carried. Sidel asked that the council leave the lifeguard position open for applicants for the rest of the summer season. A motion was made by Horn, second by Kuehl, to leave the application for lifeguard open as requested. A substitute motion was made by Horn, second by Monahan, to let Sidel hire as needed for the pool – all voted yes, motion carried.

Old Business:

Review Amended Pool Manual: Sidel presented the amended pool manual that she and Pool Manager Amy Sebert updated. The amendments would include no longer allowing flotation devices in the pool with the exception of power hour and swimming lessons. A motion was made by Kuehl, second by Horn, to approve the amended pool manual. A substitute motion was made by Horn, second by Kuehl, to approve the amended pool manual with the addition that flotation devices be allowed for the handicapped according to ADA standards – all voted yes, motion carried.

New Business:

Mayor Proclamation – Arbor Day – April 28, 2017: A motion was made by Kuehl, second by Horn, to approve the Mayor Proclamation for Arbor Day on April 28, 2017 – all voted yes, motion carried.

Mayor Proclamation – Silver Star Banner Day – May 1, 2017: A motion was made by Kuehl, second by Jones, to approve the Mayor Proclamation for Silver Star Banner Day on May 1, 2017 – all voted yes, motion carried.

Mayor Proclamation – Building Safety Month – May 2017: A motion was made by Kuehl, second by Horn, to approve the Mayor Proclamation for Building Safety Month for May 2017 – all voted yes, motion carried.

Discuss Planning & Zoning Board Compensation: Discussion was held regarding increasing the pay of the P&Z Board members. A motion was made by Nelson, second by Monahan, to change the P&Z compensation to \$400 annual salary and \$50 per meeting for the P&Z Board and \$50 per meeting for the Board of Adjustments – all voted yes, motion carried. A motion was made by Monahan, second by Jones, to make the pay adjustment effective on May 1, 2017 – all voted yes, motion carried.

Discuss Proposed Committee Liaison Position: Kuehl presented to the council his thoughts on the proposed position. Discussion was held. Kendall Johnson approached the council with his opinion on the subject. Terry Hagen approached the council with his opinion as well. A motion was made by Kuehl, second by Horn, to have Sidel gather information from other communities of similar size in our area, including SW MN and NW IA with the title of Park and Recreation Director – all voted yes, motion carried.

Correspondence: Correspondence from Tree City USA was presented to the Council. Hartford is being recognized as a 2016 Tree City USA Recipient which is an honor the city has received now for 25 straight years.

Adjourn: A motion was made by Kuehl, second by Horn, to adjourn at 8:58 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