

## **City Council Meeting – Regular Meeting April 3, 2018**

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, Mark Brenneman, Travis Kuehl, Ryan Horn and Scott Nelson. Arden Jones arrived late. Also present were City Administrator Teresa Sidel, City Finance Officer Audra Sternke, Public Works Superintendent Craig Wagner, City Attorney Larry Nelson and City Engineer Mitch Mergen.

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

Councilman Jones arrived at 7:02 p.m.

**Approve Minutes of 2018 Equalization March 19, 2018 Meeting:** A motion was made by Kuehl, second by Horn, to approve the 2018 Equalization March 19, 2018 meeting minutes – Monahan abstained with all others voting yes, motion carried.

**Approve Minutes of March 20, 2018 Meeting:** A motion was made by Horn, second by Nelson, to approve the March 20, 2018 meeting minutes with adding the words “voting” in front of quorum under the vote on Ordinance 650 – Kuehl abstained with all others voting yes, motion carried.

### **Ordinances, Resolutions, Applications and Hearings:**

**Special Event Permit – Kier Murphy Memorial 5K Run:** A special events permit was presented to the council for the use of City streets for the Kier Murphy Memorial 5K run. A motion was made by Horn, second by Kuehl, to approve the special event application and waive the fee – all voted yes, motion carried.

**2<sup>nd</sup> Reading of Ordinance 650 – Firework Sales Within City Limits:** Administrator Sidel presented Ordinance 650 for firework sales to be allowed in city limits. A motion was made by Nelson, second by Brenneman, to approve the 2<sup>nd</sup> reading of Ordinance 650. Justin Kjellsen approached the Council with comments. Monahan voted no with all others voting yes, motion carried.

**2<sup>nd</sup> Reading of Ordinance 651 – Flatwork Permits:** Administrator Sidel presented Ordinance 651 for permits to be required for flatwork such as sidewalks, driveways, parking pads and patios as well as a proposed application. A motion was made by Nelson, second by Horn, to approve the 2<sup>nd</sup> reading of Ordinance 651 – Monahan and Jones voted no with all others voting yes, motion carried.

### **Reports:**

**Minnehaha County Sheriff Department Report:** Deputy Albers introduced himself to the Council. He reported that there were 90 calls for service in March, 47 of which were traffic related. Deputy Albers gave an update on the types of calls in Hartford. He reported that his phone number and email are on the website for anyone to contact him. He also reported that he plans on doing a “coffee with a cop” soon and will let people know when he gets that started.

**City Engineer Report:** Engineer Mergen reported that work continues on the Mickelson Road project and the Sports Complex design. They will be working on Vandemark design next. He reported that he will be attending a meeting next week with the Sports Complex committee. He stated that they have been taking a lot of calls from contractors in regards to Mickelson Road with the upcoming bid opening. He also reported that the Mike Franken Trail will be finished up as soon as the weather warms up.

**Public Works Superintendent Report:** Public Works Superintendent Craig Wagner reported that they have been trying to blade gravel roads as conditions have allowed. He stated that they are hoping to get the street sweeper out next week as long as there is no snow on the ground and start a consistent schedule in May for keeping the streets clean. Wagner reported that he will be meeting later in the week with our tree supplier to discuss and plan out boulevard trees for this year and they are hoping to have those all planted before Arbor Day, weather permitting. There was a silt fence fail in the Cressman Addition that they are addressing with the property owners. Wagner reported that he is working on the quarterly reports for water and waste water. He also reported that the waste water pump is fixed and that they continue to take samples from the lagoons. He reported that the girl scouts were able to figure out a 4<sup>th</sup> spot for the dog waste container and they are planning a ribbon cutting ceremony on the 21<sup>st</sup> at Turtle Creek Park by the bridge. Wagner reported that he continues to work on getting numbers for electrical to the Sports Complex. He plans on starting to get the water put in at the Sports Complex next week, weather permitting.

**Finance Officer Report:** Finance Officer Sternke gave a report with a look at the revenues. Sternke reported on updates to the website. She requested permission to attend the Finance Officer's School in June. A motion was made by Kuehl, second by Nelson, to approve Sternke to go to the Finance Officer's School in June – all voted yes, motion carried. Sternke also provided a calendar of events for the Council.

**City Administrator Report:** Administrator Sidel reported that it will be a few months until the road maintenance fee issue is brought back in front of the Council as there is some work gathering address frontage information with the county before anything can go further. Sidel reported that she is still working on meeting with Mr. Haugo regarding the Vandemark project. Sidel reported on the funding for Mickelson Road. She stated that a rural development loan requires an environmental study which would cause a delay and instead she is trying to do a guaranteed loan through one of our local banks to get the rural development loan. The only difference with that is that we can't do a guarantee loan on any wetlands but because of the scope of the project we would still have the ability to get the amount of loan we need. She also stated that they are looking into doing a straight bank loan for the amount needed as well. Sidel reported that she is meeting with the Sports Complex committee regarding the Park and Rec Director position and they will be working on putting together a job description. She reported that the P&Z Board is working on platting jurisdiction with SECOG. The P&Z Board has gone through the subdivision regulations. Sidel reported that the P&Z board and herself recently went to a County Commission meeting to argue against a junk yard being put in an area south of town and the request to put the junk yard was denied by the County. Sidel reported on a recent meeting she had with Sioux Valley Electric. She stated that the City is now responsible for the street lights along Hwy 38 now that the repairs have been complete. Sioux Valley is planning on replacing the lights on Par Tee due to parts no longer being available for the type of light that is currently there. She also reported that Sioux Valley is changing how they structure their bills and we will see a change in how we get billed for our electric going forward. She reported on the summer help that has been hired for the season and what positions that the City is still accepting applications on. Sidel requested permission to attend the Human Resource School coming up in June. A motion was made by Nelson, second by Monahan, to approve Sidel to go to the Human Resource School in June – all voted yes, motion carried.

**Old Business:**

**Proposed Mechanical Plant:** Councilman Monahan requested that this agenda item be discussed and reported on the need to start putting a plan in place for a mechanical plant that will need to be put in in the next 5 years. A suggestion of putting a committee together was discussed. Engineer Mergen said that they could put a plan together to have at the next meeting for a starting point.

**New Business:**

**Mickelson Road Street Lighting:** Administrator Sidel discussed the need to decide on what type of light would be installed on Mickelson Road and also brought up the changes to billing. Discussion was held. A motion was made by Monahan, second by Jones, to put wood poles in along Mickelson Road – all voted yes, motion carried.

**Transit Bus – Discount Rates to Swimming Lessons:** Sidel reported that ICAP is the company that manages the transit bus in town and they are wanting to offer a discounted rate to kids attending swimming lessons as they are trying to raise awareness of what the bus offers. Some other cities in the area are implementing a discount as well so they wanted to ask the Council if they'd consider doing a similar discount. Discussion was held. A motion was made by Nelson, second by Horn, to approve discounted tickets at half price through the Hartford transit for kids ages 15 and younger when the bus is in operation. An amended motion was made by Nelson, second by Horn, to add that the start of the discount will occur on the last day of school and run until the first day of school. Discussion was held. Jones moved to call the vote – all voted yes, motion carried.

**Correspondence:** A resignation letter was provided to the Council from Lance VanMoer for his Code Enforcement position.

**Executive Session – SDCL 1-25-2 (1) Personnel:** A motion was made by Kuehl, second by Horn, to adjourn to Executive Session – SDCL 1-25-2 (1) Personnel at 8:50 p.m. – all voted yes, motion carried. A motion was made by Kuehl, second by Brenneman, to exit executive session at 9:45 p.m. – all voted yes, motion carried. A motion was made by Jones, second by Horn at adjourn at 9:46 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