

City Council Meeting – Regular Meeting April 19, 2016

Mayor Bill Campbell called the meeting to order at 8:00 pm at Hartford City Hall with the following city council members present: Mark Monahan, John McMahon, Bill Haugen and Scott Nelson. Also present were City Administrator Teresa Sidel, Public Works Superintendent Craig Wagner and City Engineer Mitch Mergen.

Approve Agenda: A motion was made by Nelson, second by Monahan to approve the agenda as set - all voted yes, motion carried.

Approve Minutes of April 5, 2016 Regular Meeting: A motion was made by Monahan, second by Haugen to approve the April 5, 2016 regular meeting minutes – all voted yes, motion carried.

Approval of the Bills: A motion was made by Monahan, second by Nelson to approve the bills submitted for payment – all voted yes, motion carried.

Ordinances, Resolutions and Hearings:

- **Special Event Application:** The West Central National Honor Society has submitted an application to hold a 5K run/walk in memory of Kier Murphy, former High School guidance counselor. Dan Haugen and Noah Vettrus were present to represent the group. The event is planned for Saturday, April 23rd and will be held from 9am to 11pm. The group is asking permission to hold this event on various city streets and the use of the city paint sprayer. A motion was made by Monahan, second by Haugen to approve the application request and waive the application fee – all voted yes, motion carried.

New Business:

- **Arbor Day Proclamations:** The Mayor read a proclamation declaring April 29, 2016 as Arbor Day. Hartford has had the distinct honor to be named as “Tree City USA” for 24 years in a row due to our efforts to plant and maintain trees throughout the city. Each year the City of Hartford donates a tree to each three grader. The Mayor thanked the members of the Tree Board for their service: Craig Wagner, Bob Bender, Terry Hagen and Mike Smith.
- **Silver Star Banner Day Proclamation:** The second proclamation declares May 1, 2016 as “Silver Star Banner Day” in honor of the sacrifices of the men and women in our armed forces. , and the third declaring May as Building Safety. Mayor Campbell also extended a thank you to all who have served in our armed forces.
- **Building Safety Month Proclamation:** This proclamation declares May as building safety month within the City. The proclamation encourages efforts to address critical issues of safety, energy efficiency, water conservation and resilience in the building environment.

Correspondence: Sidel informed the council that the city has received the 2015 Operation and Maintenance Award from DENR for outstanding operation of our wastewater system and environmental compliance with its state and surface water discharge permit requirements during the past year. Congratulations to the city’s public works department.

Reports:

City Engineer Report:

Mitch Mergen gave the council an engineering update. Mergen noted that construction on the new wading pool is underway. The sewer lines, pump house pad and framing of the pool is done. Concrete is expected to be placed soon. If the weather cooperates the project should be completed in 2-3 weeks. No new updates on the Mike Franken Trail – we are still waiting for a notice to proceed from the state. Construction agreements are in place for the city’s micro-surfacing project and a pre-construction meeting will be held in the coming months. Stockwells did review a concept plan for a developer along Mickelson Road

Public Works Superintendent Report:

Streets – The city has been working on alleys and gravel roadways – streets are being swept as time allows. Mag water is planned for last May or early June. Boulevard trees will be placed either this weekend or next week and trees will be handed out to the 3rd grade students on Arbor Day. The City has applied for a mosquito grant. Wagner attended a pre-construction meeting on the Colton Road Project – the road will be shut down to thru traffic mid to late June. The bike path will be placed this year, with possibly completion this year as well.

Water – The city has completed discharging from our lagoon for now but may discharge again next month if our samples are within limits. We will continue re-sealing sump pumps and doing random inspections to help control our flows.

Park and Pool – The city has finished all the removals for the wading pool project and they will begin construction on the pump house addition next week. The bathrooms and skate park has been opened. The drainage project at Turtle Creek Park will begin within the next few weeks.

Hire Recommendations - Public Works Assistants: 9 applications were received for the Public Works Assistant position. A motion was made by Nelson, second by Haugen to approve the following for the position of Public Works Assistant: Jared Blume at \$9.50/hr, Matthew Sebert at \$9.50/hr, Austin Kroeger at \$9.00/hr and Cameron Stone at \$9.00/hr – all voted yes, motion carried

Finance Officer Report: The finance officer report was presented to the council. The report included a summary of cash balances and sales tax figures through Mar 31, 2016. Also included was a summary of funds available for each city committee and a highlight of bills to be paid. The attendance chart was provided to the council for their review. The pool is scheduled to open on May 24th at 2pm. EmBe will be conducting two sessions of swimming lessons this year. The Park Rec program will run from June 6th to June 30th. The calendar of events was also provided to the council.

- **Canvass of Ballots and Election Results:** The municipal election was held on April 12th. The unofficial election results reflected a 26.4% voter turnout in Ward 1 and a 21.7% voter turnout in Ward 2. The city council opened the poll book and verified the election results. For the 2 year term position of Ward 1 Councilperson - Mark Brenneman received 112 votes and Bob Deelstra received 48 votes. For the 2 year term position of Ward 2 Councilperson - Andrea Finch received 31 votes, Ken Warne received 12 votes and Ryan Horn received 91 votes. The canvass was completed by the Council signing the Official Canvass Sheet and certifying the result. Sidel thanked the election board for the help and efforts during the election.
- **2015 Annual Report:** The City Council was presented a copy of the city 2015 annual report that was compiled by Quam and Berglin. After review of the financials, a motion was made by Haugen, second by Monahan to approve the 2015 annual report – all voted yes, motion carried.

City Administrator Report: Sidel continues to cover the duties of the Economic Development Director and Finance office until the positions are filled. The HADC Board has been discussing their planning session are starting to work on the goals set forth - They have decided to update the Housing Study and they are discussing gathering information about Hartford to distribute to area realtors and brokers. The Sioux Falls Landfill has approved the dump passes for Hartford and they will be available at city hall after May 1st. The Planning & Zoning Board will be holding a public hearing on April 26th regarding the proposed zoning regulations – if approved, it will move on to the city council for final review and approval.

- **Hire Recommendations – Lifeguards & Park Rec Employees:** Sidel interviewed a number of candidates for the summer help position. She presented her recommendations to the council for each position. A motion was made by Nelson, second by Monahan to hire Tiffany Anderson as Lifeguard at \$10.75/hr, Paige Hanisch as Lifeguard at \$10.75/hr, Riley Danielson as Lifeguard at \$10.50/hr contingent on completion of the lifeguard recertification course, Cassia Olson as Lifeguard at \$10.00/hr upon contingent on completion of the lifeguard certification course, Gabe Lorang as Lifeguard at \$10.00/hr, and Ashlyn Macdonald as Lifeguard at \$10.00/hr – all voted yes, motion carried. A motion was made by Haugen, second by Monahan to hire Freida Fossum as summer recreation coordinator at \$10.00/hr – all voted yes, motion carried. A motion was made by Haugen, second by Monahan to hire Aurora Goetsch as Summer Rec Assistant at \$7.75/hr and to hire Ranae Vinzant as Summer Rec Assistant at \$7.25/hr – all voted yes, motion carried.

Executive Session: A motion was made by Haugen, second by Monahan to enter into executive session at 8:50 p.m. per SDCL 1-25-2.1 for personnel – all voted yes, motion carried. A motion was made by Monahan, second by Nelson to exit executive session at 9:04 p.m. – all voted yes, motion carried.

Discussion of Open Positions: A motion was made by Haugen, second McMahon to have the city administrator extend a hiring offer to finance candidate #5 – all voted yes, motion carried.

Adjournment: A motion was made by Monahan, second by Haugen to adjourn at 9:05 p.m. – all voted yes, motion carried.

Minutes recorded by Interim Finance Officer, Teresa Sidel.

I, the undersigned, Teresa Sidel, Interim 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.

Teresa Sidel, Interim Finance Officer