

## City Council Meeting – Regular Meeting May 3, 2016

Mayor Bill Campbell called the meeting to order at 7:00 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, City Attorney Larry Nelson and City Engineer Mitch Mergen.

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

**Approve Minutes of April 18, 2016 Special Meeting:** A motion was made by Monahan, second by Haugen to approve the April 18, 2016 special meeting minutes – all voted yes, motion carried.

**Approve Minutes of April 19, 2016 Regular Meeting:** A motion was made by Haugen, second by Monahan to approve the April 19, 2016 regular meeting minutes – all voted yes, motion carried.

**Fire Department Report:** Fire Chief Bryon Shumaker was present to give a fire department update to the city council. Shumaker reported that April had 24 total calls, with 10 in the city limits. An update was given on the various department meetings and training. A pancake feed is planned for May 22<sup>nd</sup> from 9am-1pm at the fire station. The department expects delivery for their new ladder truck on May 13<sup>th</sup> and hope to place it in service in 4-6 weeks thereafter. The ladder truck and other various factors should contribute to a better ISO rating for Hartford.

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

- **7:05 Public Hearing – Transfer of Liquor licenses:** Justin Kjellsen with Kjellsen Enterprises LLC is in the process of purchasing the South Bar from Sundermann Holdings. Both parties have submitted the paperwork and fees to transfer the two liquor license from Sundermann Holdings to Kjellsen Enterprises LLC. A motion was made by Monahan, second by Nelson to approve the transfer of the retail on-sale liquor license (RL-5617) and the package off-sale liquor license (PL-4584) from Sundermann Holdings Inc to Kjellsen Enterprises LLC – all voted yes, motion carried.

### **Old Business:**

- **Discussion of Finance Officer Position:** On April 19<sup>th</sup>, the city council directed the city administrator to extend a hiring offer to finance officer candidate #5. That offer was extended and accepted. A motion was made by Haugen, second by Monahan to hire Audra Sternke as the Hartford Finance Officer at the agreed upon pay rate of \$21.00 per hour with a minimum of \$.50/hour raise at the end of her 6 month probation period, start date will be May 9, 2016, the city's residency requirement will be waived, and she will be eligible for all benefits per the employee manual on said start date – all voted yes, motion carried.
- **Certificate of Appreciation:** Mayor Campbell presented John McMahon a Certificate of Appreciation from the city and thanked him for his 3 months of service on the city council. McMahon thanked the Mayor, Council, and city staff for their assistance.
- **Oath of Office for Newly Elected Council Members:** Scott Nelson, Ryan Horn and Mark Brenneman took their oaths of office and were sworn in as council members for two-year terms. Jeremy Menning took his office of office and was sworn in as council member for a one-year term.

**Adjourn as Old Council:** A motion was made by McMahon, second by Haugen to adjourn as the old council at 7:12 p.m. – all voted yes, motion carried.

### **Reconvene Meeting as New Council**

Mayor Bill Campbell called the new council to order at 7:14 p.m. with city council members Mark Monahan, Jeremy Menning, Mark Brenneman, Ryan Horn and Scott Nelson present. Bill Haugen was absent.

**Resignations:** Bill Haugen submitted a resignation letter to the city that was distributed to the council. Haugen's resignation is effective immediately. Mayor Campbell addressed the council and submitted his resignation, effective immediately at 7:18p.m.

After advice from legal counsel, nominations were sought for acting chairman of the council for the purpose of electing a council president. A motion was made by Nelson, second by Menning to nominate Mark Monahan as the acting chairman of the council. A motion was made by Nelson, second by Menning to cease nominations – all voted yes, motion carried. A motion was made by Nelson, second by Menning for a unanimous vote for Mark Monahan to be acting chairman of the council – all voted yes, motion carried. Mark Monahan was elected as acting chairman of the council.

Acting Chairman Monahan wants the record to reflect that resignations were received from Councilman Bill Haugen and Mayor Bill Campbell and new business will continue with the election of council president.

#### **New Business:**

- **Election of Council President:** Acting Chairman Monahan accepted nominations for city council president. A motion was made by Nelson, second by Brenneman to nominate Mark Monahan for council president. With no other nominations, a motion was made by Nelson, second by Menning to cease nominations – all voted yes, motion carried. A vote for Mark Monahan as council president was taken – all voted yes, motion carried. Mark Monahan was elected city council president.
- **Election of Council Vice President:** City Council President Monahan accepted nominations for city council vice-president. A motion was made by Horn, second by Monahan to nominate Scott Nelson for council vice-president. With no other nominations, a motion was made by Brenneman, second by Menning to cease nominations – Nelson abstained, with all others voting yes, motion carried. A vote for Scott Nelson as council vice-president was taken - Nelson abstained, with all others voting yes, motion carried. Scott Nelson was elected city council vice-president.
- **Appointment to Planning & Zoning:** There is currently an open position on the Planning and Zoning Board, with a term expiring in January 2017. Council President Monahan asked for a motion to appoint John McMahan to the Planning and Zoning Board. A motion was made by Nelson, second by Horn to appoint John McMahan to the Planning and Zoning Board - all voted yes, motion carried
- **Request to Close a portion of Sagehorn Drive:** Mark Brenneman, on behalf of the Howard Brenneman Estate, has submitted a request to close off a portion of Sagehorn Drive on Saturday, May 21<sup>st</sup> from 7am to 5pm to accommodate an estate auction. He is asking to close the road between the two driveways north and south of the 605 Sagehorn Drive. A motion was made by Nelson, second by Menning to approve the application to close a portion of Sagehorn Drive on May 21, 2016 from 7am to 5pm and allow the use of city barricades – Brenneman abstained, with all others voting yes, motion carried.
- **Reschedule of June 7<sup>th</sup> City Council Meeting:** The City Council has agreed to allow the county to hold all their elections in city hall. Since this year is an election year, the primary election falls on June 7<sup>th</sup>, which is a regularly scheduled council meeting. The council meeting will need to reschedule their June 7<sup>th</sup> meeting. A motion was made by Menning, second by Nelson to reschedule the June 7, 2016 city council meeting to Wednesday, June 8, 2016 – 7pm, to allow the use of city hall for the primary election – all voted yes, motion carried.
- **Sub-Lease of Billboard #6 – east face:** Currently the east face of Billboard #6 is being rented by the Hartford Steak Co (2/3) and I90 Speedway (1/3). Since the I90 Speedway is closed for at least 3 years, the owner – Lyle Howey – would like to sublease the Billboard to AmericInn until his lease is up on November 13, 2016. All conditions of the original lease are applicable and rent payment is still ultimately the responsibility of original tenant. The sublease notes that rent payment will be \$90 per month to include lighting from dusk until dawn. A motion was made by Nelson, second by Horn to approve the sub-lease agreement between Lyle Howey and AmericInn – all voted yes, motion carried.
- **Position of the Council Room Camera:** Scott Nelson addressed the council in regards of where the council room camera should be placed to record the city council meetings, suggesting that the east wall would be the best location for now. Stephanie Olson-Voth and Tony Randall both approached the podium with input on the matter. A motion was made by Nelson, second by Horn to position the camera at the designated spot along the east wall with the understanding that the city council may move it at any future time – all voted yes, motion carried.
- **Approval Letter of Commitment to Participate in the Minnehaha/Lincoln County Multi-Hazard Pre-Disaster Mitigation Plan 2016 Update:** Minnehaha County and Lincoln County are preparing to do a 5-year update of their Multi-Hazard Pre-Disaster Mitigation Plan. This plan requires participation from all local governments as a condition of receiving federal disaster mitigation funds. The first step in this process is sending in a “Letter of Commitment” stating that

the city will participate in the plan update. A motion was made by Nelson, second by Menning to allow Council President Monahan to sign on behalf of the city of Hartford the Letter of Commitment to participate in the Minnehaha/Lincoln county multi-hazard pre-disaster mitigation plan 2016 update – all voted yes, motion carried.

**Correspondence:** The city received a generous donation to our transit system Stephanie Foy on behalf of Lois Krull. Ms. Foy expressed gratitude for the transit service since her mother no longer drives. Sidel informed the council that the city has received the 2015 Secretary's Award for Drinking Water Excellence – congratulations were given to the city staff for their efforts.

**Reports:**

**City Engineer Report:**

Mitch Mergen gave the council an engineering update. The city's pool project had one setback last week – the contractor's misread an elevation stake and the wading pool was set at the wrong elevation. This was a mistake on the contractor's part and they are in the process of removing the wading pool that was previously poured and they will re-set the pool to the correct elevation at no extra cost to the city. Even with this setback, staff believes that the contractor should still meet their projected completion date for this project. No new updates on the Mike Franken Trail – Stockwell staff are working with the DOT to secure new design agreements. Once they are in place, design work can begin. Recent reviews include a preliminary plan submittal for the Turtle Creek Addition and a plat review for the South Main Addition.

- **Pay Application to Dakotaland Sod Farm Inc for \$51,632.50:** A pay application for Dakotaland Sod Farm, Inc has been submitted for work that has been completed and approved by our engineers to date for the wading pool project. A motion was made by Brenneman, second by Horn to approve pay application number one to Dakotaland Sod Farm, Inc for \$51,632.50 – all voted yes, motion carried.

**Public Works Superintendent Report:**

**Streets** – The city has been working on gravel roadways – streets are being swept as time allows. The contractor should be in town this month to replace our regulatory and street signs- this is a fully funded project through the DOT. The County will start the Colton Road project this coming week, starting at the north end. Jesse attended a mosquito class and calibration session. The city applied for a mosquito grant that will be awarded in July. The Arbor Day trees were handed out to the 3<sup>rd</sup> graders and almost all of the boulevard trees have been planted.

**Water** – Quarterly DMRs have been sent in. We will continue re-sealing sump pumps and doing random inspections to help control our flows. A pump went down at our sewer plant but it has been fixed and is up and running.

**Park and Pool** – The city staff is working on getting the main pool ready to open later this month. The drainage project for Turtle Creek Park will begin in a few weeks.

**Hire Recommendations - Public Works Assistants:** One applicant for the public works assistant position has accepted another job. Wagner would like the council to approve Blake Svoboda as a replacement. A motion was made by Nelson, second by Menning to approve the hire of Blake Svoboda as public works assistant at a pay rate of \$9.00 per hour – all voted yes, motion carried.

**Finance Officer Report:** Sidel provided a highlight of revenues that were received during March, along with all revenues and expenses to date through February. She will be working on month-end reports. A list of up-coming calendar events was provided to the council.

**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 is moving ahead with updating the housing study – hoping for completion this fall. Economic Development Week is May 8-14, the HADC will place an article in the paper. One RFI was received last week – the city did not respond since it required rail. MCEDA/LCEDA is developing a strategic plan. Both organization want input from the members they serve to find out what we would like MCEDA to do for us. The group will be holding community meetings this summer and they plan to invite groups such as the City Council, HADC Board, and the P&Z Board to get their input. Sidel will pass on more information when available. An updated contact list for the council and staff was provided to the council. A note about recent thefts in the area was passed along to the council, along with a reminder to all to lock up vehicles, garages and homes. Sidel also gave the council some information regarding up-coming agenda items.

**Executive Session:** A motion was made by Menning, second by Nelson to enter into executive session at 8:14 p.m. per SDCL 1-25-2.1 for personnel and SDCL 1-25-2.3 for legal matters – all voted yes, motion

carried. A motion was made by Nelson, second by Horn to exit executive session at 8:14 p.m. – all voted yes, motion carried.

- **Hire Recommendations – Lifeguards:** Sidel interviewed 3 more candidates for lifeguard positions. Recommendations were presented to the council. A motion was made by Nelson, second by Horn to hire Jason Steckley as Lifeguard at \$10.25/hr – all voted yes, motion carried. A motion was made by Nelson, second by Horn to hire Madison Monahan as Lifeguard at \$10.00/hr contingent on completion of the lifeguard certification course – Monahan abstained, will all others voting yes, motion carried. A motion was made by Horn, second by Menning to hire Hannah Miller as Lifeguard at \$10.00/hr contingent on completion of the lifeguard certification course – all voted yes, motion carried.

**Executive Session:** A motion was made by Nelson, second by Menning to enter into executive session at 8:18 p.m. per SDCL 1-25-2.1 for personnel and SDCL 1-25-2.3 for legal matters – all voted yes, motion carried. A motion was made by Nelson, second by Brenneman to exit executive session at 8:54 p.m. – all voted yes, motion carried.

**Discussion of Chamber/EDD Position:** A motion as made by Nelson, second by Menning to hold a special city council meeting on May 24, 2016 at 7:00 pm for the purpose of interviewing for the Chamber and Economic Development Director position - all voted yes, motion carried.

**Adjournment:** A motion was made by Brenneman, second by Nelson to adjourn at 8:58 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.

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Teresa Sidel, Interim Finance Officer