

City Council Meeting – Regular Meeting June 8, 2016

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, Jeremy Menning, Mark Brenneman, Ryan Horn and Scott Nelson. 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 Nelson, second by Menning to approve the agenda as set – all voted yes, motion carried.

Approve Minutes of May 17, 2016 Regular Meeting: A motion was made by Menning, second by Brenneman to approve the May 17, 2016 regular meeting minutes - all voted yes, motion carried.

Approve Minutes of May 24, 2016 Special Meeting: A motion was made by Nelson, second by Horn to approve the May 24, 2016 special meeting minutes – all voted yes, motion carried.

Sworn Oath of Office: Council President Mark Monahan gave the oath of office to Mayor Jeremy Menning and Council Member Travis Kuehl.

Adjournment: A motion was made by Brenneman, second by Nelson to adjourn as old council – all voted yes, motion carried.

Mayor Jeremy Menning called to reconvene the meeting as new council to order at Hartford City Hall with the following city council members present: Mark Brenneman, Travis Kuehl, Mark Monahan, Ryan Horn, and Scott Nelson. 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.

Sheriff's Deputy Report: Deputy Terrones updated the council regarding his call list and current activity. He noted that more patrols were being enforced in the parks in the evening. Nelson commented on the progress of the night watch in the park and thanked the Sheriff's office for their efforts. Deputy Terrones also commented on the chop shop that was brought down last week and thanked the citizens who played a big part in catching the act through social media.

Ordinances, Resolutions & Hearings:

7:05 Hearing Special Event Permit – Jamboree Committee: The council discussed granting a special permit to the Jamboree Committee for use of city property and sale of alcoholic beverages in public grounds for Jamboree Days. Leah Johnson of the Jamboree Committee updated the council on their request. City Public Works Superintendent Craig updated the council as well on the burn out being moved to the park and the precautions that are being put into place. A motion was made by Monahan, second by Nelson to approve the Special Event Permit and waive the publication fee for the Jamboree Committee– all voted yes, motion carried.

7:10 Hearing Special Malt Beverage License – Fire Department: The council discussed the request by the Fire Department for a special malt beverage license on 1st and Main from 4 p.m. on June 18 to 2 a.m. on June 19 for the Jamboree Day Street Dance. A motion was made by Monahan, second by Nelson to approve the Special Malt Beverage License to the Fire Department – all voted yes, motion carried. A motion was made by Monahan, second by Nelson to waive the publication fee for the Fire Department for their request for a Special Malt Beverage License – all voted yes, motion carried.

7:13 Hearing Special Malt Beverage License – Fire Department: The council discussed the request by the Fire Department for a special malt beverage license on Railroad Street for the tractor pull on June 19 from 9 a.m. to 8 p.m. A motion was made by Monahan, second by Nelson to approve the Special Malt Beverage License and waive the publication fee for the Fire Department – all voted yes, motion carried.

7:15 Hearing Special Malt Beverage License – Pool Committee: The council discussed the request by the Pool Committee for a special malt beverage license on June 17 from 2 p.m. to 11 p.m. and on June 18 from 9 a.m. to 9 p.m. A motion was made by Monahan, second by Nelson to approve the Special Malt Beverage License and waive the publication fee for the Pool Committee. An amendment to the motion was made by Monahan, second by Nelson to strike June 17 from the application – all voted yes, motion carried.

7:18 Hearing Special Malt Beverage License – Sports/Rec Committee: The council discussed the request by the Sports/Rec Committee for a special malt beverage license on June 17 from 4 p.m. to 11 p.m. A motion was made by Horn, second by Kuehl to approve the Special Malt Beverage License and waive the publication fee for the Sports/Rec Committee – all voted yes, motion carried.

7:20 Hearing Special Malt Beverage License – The Goat: The council discussed the request by The Goat for a special malt beverage license for the city park on June 17 from 10 a.m. to 11 p.m., for the city park on June 18 from 10 a.m. to 11 p.m., and for the tractor pull on June 19 from 10 a.m. to 11 p.m. A motion was made by Nelson, second by Horn to approve the Special Malt Beverage License for The Goat. Leah Johnson from the Jamboree Committee addressed the council and asked that the council not approve the sales on Saturday as that was set aside for nonprofit vendors only. All voted no, motion failed.

2nd Reading of Ordinance #629 – Amendment to Rural Service District, Exhibit A: Administrator Sidel briefed the council on the proposed Ordinance #629 to allow LeRoy Stumpe's property (parcel number 88477) to be placed in a rural service district. Discussion was held by the city council. A motion was made by Monahan, second by Horn to approve 2nd reading of Ordinance #629 – Amendment to Rural Service District, Exhibit A – all voted yes, motion carried.

Policy 2016-2 Correspondence Policy: Policy 2016-2 states that all incoming, unsigned correspondence to the Mayor or a City Council member will be treated on an unofficial basis and will not be acknowledged. It also states that if the correspondence is signed that 1. it is proposed to be read at a city council meeting, needs to be given to the City Administrator the Friday prior to a regularly scheduled meeting in its entirety; 2. the correspondence will be placed on the council agenda; 3. a copy of the correspondence will be distributed to the Governing Board; and 4. the Board will either approve the agenda with the correspondence to be read or they may remove the correspondence from the agenda before approval. A motion was made by Monahan, second by Horn to approve policy 2016-2 Correspondence Policy – all voted yes, motion carried.

New Business:

Discussion of Chamber/Economic Development Director Position: Discussion was had regarding the Chamber/Economic Development Director position. An offer was made and accepted by Jesse Fonkert for the position. A motion was made by Monahan, second by Kuehl to hire Jesse Fonkert as the Chamber/Economic Development Director position with a starting pay of \$20.00 an hour and full benefits to begin on start date of July 6, 2016 – all voted yes, motion carried. A motion was made by Monahan, second by Brenneman to give Teresa Sidel full discretion on where the Chamber/EDD office will be located – all voted yes, motion carried.

Appointment of Councilperson, Ward 3: Mayor Menning asked for a motion to appoint Arden Jones as Councilperson for Ward 3. A motion was made by Nelson, second by Brenneman to appoint Arden Jones as Councilperson for Ward 3 - all voted yes, motion carried. Jones will take his oath of office on June 21, 2016.

Mayor Appointment to Planning & Zoning Committee: Mayor Menning asked for a motion to appoint Andrea Finch to the Planning & Zoning Committee. A motion was made by Monahan, second by Nelson to appoint Andrea Finch to the Planning & Zoning Committee. Comments were made by the council on the numerous people who came forward with interest in being appointed to the Planning & Zoning Committee and that it was a hard decision to come to as there were many qualified applicants. All voted yes, motion carried.

Approval to Increase Petty Cash to \$500.00: A motion was made by Monahan, second by Kuehl to increase the amount of petty cash that the City holds from \$150.00 to \$500.00. Discussion was had about the reason for the increase and the need for more funds for postage for water/sewer billing on a monthly basis. This would replace the practice of having to get a signature from the Mayor the day of the postage being needed, since the amount varies each month but is always on average more than the current \$150.00 in petty cash currently being held. All voted yes, motion carried.

Counter Offer for Lot 3, Swenson Addition: Discussion was had in regards to putting together a counter offer for the Lot 3, Swenson Addition. Mitch Mergen approached the council with maps and proposals of costs on what the City Engineers believe need to happen to the property before selling and the approximate value of the property after the access has been added. Discussion was had regarding where the access of a street was to be added to the property and the need to do this prior to the sale of the property. A motion was made by Monahan, second by Brenneman to have the City Engineer design and put a proposal together regarding engineering the access to the property – all voted yes, motion carried.

Reports:

City Engineer Report: Mitch Mergen updated the council on various engineering projects within the city. A pay request has been submitted to the city. A motion was made by Monahan, second by Horn to approve pay application #3 to Dakotaland Sod Farm Inc for \$148,295.00 – all voted yes, motion carried. Discussion was had regarding the Waste Water Collection Study. A motion was made by Monahan, second by Kuehl to conduct the Waste Water Collection Study – all voted yes, motion carried. Discussion was had regarding the Mickelson Road Preliminary Design Agreement. Mitch Mergen updated the council on their preliminary design ideas. A motion was made by Kuehl, second by Horn to design the extension of the Mickelson Road . Arden Jones addressed the council with concerns and comments. Monahan made a substitute motion, second by Horn to wait on a bid from the City Engineer for future costs before voting on extending the road – all voted yes, motion carried. Discussion was had regarding recommendations to correct drainage issues along E 6th Street. Mitch Mergen updated the council and presented with maps a proposed solution to the problem. Property owner Rhonda Kuchta addressed the council regarding the issues and made comments on if the solution will keep people also out of the drainage area or if it will hold up to that as there is a currently a problem with people being in the drainage area. Property owner Andrea Finch also approached the council regarding concerns of moving the problem of the drainage from one area to another in town, near her property. Public Works Superintendent Wagner discussed having the City Staff put in the proposed project instead of the City Engineers to save on costs. A motion was made by Monahan, second by Horn to look into the cost of the City Staff putting in the drainage pipe in conjunction with the City Engineers – all voted yes, motion carried.

Public Works Superintendent Report:

Streets – City staff is working on gravel roads. Mag watering will start in a few weeks. Wagner is looking into the schedule for micro-sealing, he should have an answer in July. Sign replacement should starting in town soon, which is a fully funded project through the DOT The Colton road project has started and they are projecting to be in city limits by late July, early August. City Staff is mostly working with Sioux Valley Electric and Golden West on locates for replacing overhead lines and fiber lines being put in.

Water – Samples will be taken this week. Pond A had more enzymes put in it. There was a pump that went down this past week that is being worked on. The time frame for the Colton Road water main loop has changed due to wet weather.

Park and Pool – The pool has been busy this year. The wading pool is scheduled to open on June 16. A concrete slab was put in for the burn out during Jamboree days and will be used for handicapped parking for the rest of the year. Scott Nothdurft donated his labor to putting it in and the Jamboree Committee paid for the concrete.

Finance Officer Report: Finance Officer Sternke gave a report including a summary of revenue through April 30, 2016. The upcoming Elected Officials Workshop was discussed. A motion was made by Monahan, second by Brenneman to extend a hotel room to each going to the workshop for the night before – all voted yes, motion carried. Finance Officer Sternke also reported that the City is in preparation for the upcoming audit starting June 20. The current calendar of events was provided.

City Administrator Report: Administrator Sidel gave an update on the grant for the transit that was submitted and noted that we were granted \$600.00. Administrator Sidel requested from the council that she be given hiring decision capacity to hire life guards. We hired the minimum to open and I has already quit. The process currently is to accept applications, interview and then need to wait for council approval to hire. This process to wait could take up to 2 weeks minus the need to get the necessary paperwork completed before working and is not efficient enough to get the help needed for this seasonal position. Motion was made by Monahan, second by Brenneman to open applications and advertising for lifeguards through the summer season and to grant City Administrator full hiring discretion – all voted yes, motion carried. A request from Administrator Sidel was made to send herself and Finance Officer Sternke to a Budget Training Course in Sioux Falls. A motion was made by Monahan, second by Horn to send Finance Officer Sternke and City Administrator Sidel to the Budget Training Course in Sioux Falls on July 14.

Adjournment: A motion was made by Monahan, second by Kuehl to adjourn at 9:24 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
