

## **City Council Meeting – Regular Meeting September 19, 2017**

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, Travis Kuehl, Ryan Horn and Scott Nelson. Arden Jones and Mark Brenneman were absent with notice. Also present were City Administrator Teresa Sidel, City Finance Officer Audra Sternke, Public Works Superintendent Craig Wagner, Chamber and Economic Development Director Jesse Fonkert and City Engineer Mitch Mergen.

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

**Approve Minutes of September 5, 2017 Meeting:** A motion was made by Monahan, second by Horn, to approve the September 5, 2017 meeting minutes – all voted yes, motion carried.

**Approve Bills submitted for payment:** A motion was made by Monahan, second by Kuehl, to approve the bills submitted - all voted yes, motion carried.

### **Hearings, Ordinances, & Resolutions:**

**2<sup>nd</sup> Reading of Ordinance 647 – 2018 Appropriations Ordinance:** Ordinance 647 is the ordinance that outlines the 2018 budget that was voted on at the August 28<sup>th</sup> special meeting of the Council. A motion was made by Nelson, second by Monahan, to approve the 2<sup>nd</sup> reading of Ordinance 647 – all voted yes, motion carried.

### **Reports:**

**Fire Department Report:** Chief Bryon Shumaker reported that there were a total of 32 calls responded to in August with 11 of those calls being in city limits. They held a successful street dance fundraiser on August 19. He reported that EMS will be training next month on stroke incidents and fire will be training on gas leaks.

**Chamber and Economic Development Director Report:** Director Fonkert reported that the job fair had 6 businesses with booths and they had 10 people attend. The last Chamber mixer was at the Knotty Gnome and fun was had by all. He reported that the HADC is taking a tour on Friday, September 22, of Brandon and Garretson to learn from them on their development efforts.

**City Engineer Report:** Engineer Mergen reported on the Mickelson Road project. Mergen reported that currently they are still working on revisions to agreements and utility plans. He reported that he will be doing a presentation at the next council meeting on the Vandemark Ave survey results. Work has begun on the Mike Franklin Trail. Currently they have been working on various projects for the city, including water tower inspections. Mergen reported that the Cresswood addition had another issue with following city regulations and ended up putting both the bottom and top lift of the street down in the same year. City regulations require that the bottom lift gets laid and then you are to wait a year before the top lift on. Discussion was held. The City will have a discussion with the developers on either obtaining a 4 year warranty or milling off the top lift of the road. The council directed Administrator Sidel to look into a construction agreement to replace the current procedure with contractors. A motion was made by Monahan, second by Kuehl, to table discussion on the engineering agreement for phase 2 of the Mickelson road project until all land owner agreements are signed - all voted yes, motion carried.

### **Public Works Superintendent Report:**

**Streets** – Superintendent Wagner reported that gravel work is being done on roads at this time. The staff is continuing to sweep streets on a regular basis. He reported that the traffic counters were out last week and he will be reviewing the results soon. Wagner reported that the waterway that was blocked has now been dug back out and seeded for grass.

**Water & Sewer** – Wagner reported that they have been checking PH levels. He also reported that the water tower inspections will be next week. He reported that Neil Hanisch had attended a waste water conference last week and received some valuable information.

**Park and Pool** – Wagner reported that a meeting will occur this week regarding fixing the wading pool issues. He reported that the parks will stay open until the end of October as long as the weather holds.

**Public Buildings** – Wagner reported that the flooring was put in at City Hall and are now just waiting to paint walls before putting the trim back up.

**Finance Officer Report:** Finance Officer Sternke gave the financial report and provided the council with the cash report and sales tax revenue. She gave an update on the progress of the website. The calendar of events was also provided.

**City Administrator Report:** Administrator Sidel gave an update that the flooring was complete in City Hall and the next step will be painting the walls. She reported that the Mike Frankin Trail is slated to be complete by the end of October. She reported that the drainage by Mickelson road is now complete. Sidel also reported that the test plots at the sports complex are now being put in. She reported that the P&Z Board will be hearing the change of use and conditional use applications at their next meeting for the storage facility on Railroad. Sidel gave a recommendation of hiring Lance VanMeier for the Code Enforcement position at \$15.00 an hour for up to 20 hours a week. A motion was made by Kuehl, second by Nelson, to approve Sidel's recommendation as stated - all voted yes, motion carried. Sidel gave a recommendation of hiring Ron Bollinger as a dump site monitor for \$10.00 an hour during the hours of operation. A motion was made by Horn, second by Nelson, to allow City Administrator Sidel to hire anyone who she sees fit for this position at \$10.00 an hour – all voted yes, motion carried.

**New Business:**

**Surplus Property List:** Sidel gave a short list of items that the City needs to dispose of as they are no longer in working order. A motion was made by Monahan, second by Horn, to surplus the items on this list presented – all voted yes, motion carried.

**Release of Hometown Christmas 2017 Budget Funds to the Chamber:** The Hometown Christmas Committee has asked that the \$8,000.00 budgeted towards their committee this year be released. A motion was made by Horn, second by Nelson, to release the \$8,000.00 in funds to the Chamber for the Hometown Christmas Committee – all voted yes, motion carried.

**Authorize Mayor Menning to Sign Mickelson Road Agreements and Supporting Documents in Form Manner Approve by the City Attorney:** Nothing was presented and no discussion was held before a motion was made by Monahan, second by Kuehl, to table this agenda item until all agreements with land owners have been signed, Nelson voted no with Monahan, Horn and Kuehl voting yes, motion failed for lack of quorum. Nelson started discussion that was held. Tony Randall approached the council with his opinion on their discussion of the matter. No action was taken.

**Authorize Stockwell Engineers to Bid Mickelson Road Project – Phase 1:** No action was taken.

**Discuss Employee Manual – Policy 9:** Sidel provided a copy of Policy 9 of the Employee Manual for the council's review. Direction was given to Sidel by the Council to make changes to the policy to add verbal reprimand to the policy as well as include that verbal and written reprimand authority be given to department heads and present changes at the next council meeting. A discussion was also held in regards to hiring of employees and the hiring process. Direction was also given to Sidel by Council to change the current policy so that the City Administrator could hire part time seasonal employees without Council approval.

**Correspondence:** Director Fonkert suggested to the Council that a thank you be written to the GOED as they had provided a grant for him to attend his IEDC Conference earlier this year. It was the consensus of the council to write this thank you.

**Visitors:** Terry Hagen approached the Council to inquire about holding a haunted forest for Christ Lutheran Church in a grove this year near the lagoons on City property. He wanted to ask questions and get a feel for if the Council would be in favor of the idea. The City will check into liability issues.

**Executive Session – SDCL 1-25-2 (1) Personnel:** A motion was made by Horn, second by Kuehl, 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 Horn to exit executive session at 10:04 pm – all voted yes, motion carried. A motion was made by Nelson, second by Horn, to give the City Administrator authority to issue verbal or written reprimands to staff until Employee policy #9 has been rewritten and reviewed. An amended motion was made by Nelson, second by Horn, to give the City Administrator authority to issue verbal or written reprimands to staff until Employee policy #9 has been rewritten and approved – all voted yes, motion carried. A motion was made by Kuehl, second by Monahan, to adjourn at 10:05 pm – all voted yes, motion carried.

Minutes recorded by Finance Officer, Audra Sterneke.

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