

## **City Council Meeting – Regular Meeting September 5, 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, Arden Jones, Mark Brenneman, Travis Kuehl, 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 Kuehl, second by Horn, to approve the agenda as presented – all voted yes, motion carried.

**Approve Minutes of August 15, 2017 Regular Meeting:** A motion was made by Horn, second by Nelson, to approve the August 15, 2017 regular meeting minutes – all voted yes, motion carried.

**Approve Minutes of August 28, 2017 Special Meeting:** A motion was made by Horn, second by Kuehl, to approve the August 28, 2017 special meeting minutes – all voted yes, motion carried.

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

**Special Event Application – WC Homecoming Parade:** A Special Event Application was submitted to the City and presented to the Council from West Central School to hold their Homecoming Parade on City streets on September 23, 2017 from 1:30-3:00 p.m. A motion was made by Kuehl, second by Nelson, to approve the application and waive the application fee – all voted yes, motion carried.

**1<sup>st</sup> Reading of Ordinance 647 – 2018 Appropriations Ordinance:** Ordinance 647 is the ordinance that outlines the 2018 budget that was voted on at the last special meeting of the Council. A motion was made by Horn, second by Nelson, to approve the 1<sup>st</sup> reading of Ordinance 647 – all voted yes, motion carried.

### **Reports:**

**Sheriff's Deputy Report:** Deputy Ford presented an update on police activity in the City. She reported that an increase of patrol has occurred around the school zones as well as some problem areas in town. She reported that the summer was slower this year which was good.

**City Engineer Report:** Engineer Mergen reported on the Mickelson Road project. Mergen reported that currently City Attorney Larry Nelson is working with Sam Assam to get his agreement with the City worked out after their meeting the previous week. They are also close to approving the agreement with the Stumpe's as well. He reported that Vandemark Ave plans are complete and will be reviewed with staff and then will be at next meeting to present to the council. Mergen also reported that the Mike Frankin Trail project will have a pre construction meeting the next day to go over the plans.

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

**Streets** – Superintendent Wagner reported that the slurry seal project is complete and went well. The staff have been checking man holes around town. Wagner reported that the traffic counters have been on Vandemark and Par Tee to check count, speed and size of vehicles. A report will be downloaded and sent to the Council soon. He stated that Mickelson Road will be graded soon to help with travel on the road. He also reported that the County is working on Hwy 38 and it will be under construction to widen the shoulders to make the road safer.

**Water & Sewer** – Wagner reported that they have been checking PH levels. He also reported that the recorder for the camera to view underground sewer lines is no longer working and they are looking into replacing it rather than fixing it. Because of its age, it cannot be repaired.

**Park and Pool** – Wagner reported that the pool has mostly been winterized and are waiting to winterize a portion so that the repairs can be made to the wading pool. He also reported that the parks are being sprayed for weeds. Councilman Nelson asked questions regarding the weed spraying and Terry Hagen approached the Council to answer them.

**Finance Officer Report:** Finance Officer Sternke gave a report with a look at the revenues. 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 on the Mickelson road project. She also gave an update on the Mike Frankin bike trail and that a good bid was received and that the project will be moving ahead. Sidel reported that the stop work order on the Cressman's project had been lifted per the agreement that had been made between the Council and Metro Construction at the last meeting. Sidel reported that the after prom committee came back to the city to ask for a change on the time that they will be holding the fun run. It will now be held in the

afternoon, due to the SAT's being scheduled for that morning, otherwise the date stays the same. Sidel requested from the council permission to use the new gmail accounts that were set up for the new laptops as the primary form of communication between the City and the Councilman. The consensus of the Council was to have all communication go through their gmail accounts from now on. Sidel reported that the new flooring for City Hall is set to be installed on September 18 and that City Hall will be able to remain open during the installation. She stated that she has been making contact on a monthly basis with the property owners along Vandemark in regards to obtaining the right of way but has not yet gotten an answer and will keep the Council informed if anything changes. She reported that she will be conducting interviews for the Code Enforcer position in the next week and is hopeful that she will have a recommendation for the Council at the next meeting.

**Visitors:** Brad Wilson, the Administrator for the SDML Workers Compensation Fund, approached the Council and presented a plaque to recognize cities that are members with them. The SDML Workers Compensation Fund has been around for 30 years and they are celebrating this anniversary by presenting these plaques. The City of Hartford was recognized as being a member with them for 5 years.

#### **Old Business:**

**End of Season Pool Report:** Pool Manager Amy Sebert gave a report on how the pool preformed this year. She recognized all the lifeguards and Assistant Managers that helped staff the pool this year. She reported that swimming lessons were offered twice during the season and were well attended. Sebert reported that 245 family passes were sold and 110 individual passes were sold. Also 22 private parties were held throughout the summer.

**Discuss policy for Billboard Rental:** Councilman Horn stated that he wanted this agenda item added to have a discussion on some possible ideas of getting some of the billboards rented. Discussion was held. No action was taken.

#### **New Business:**

**Land Purchase Proposal from Jeff Thurn:** Jeff Thurn approached the council regarding putting in a bid to buy a portion of land from the City behind his current lot. Sidel reported that after looking into the piece of property in question with the City Engineer's, they found that the land is supposed to be a retention pond for a big rain event. They city had filled part of it in and needs to dig it out to make sure that there is enough capacity for this reason and both Sidel and the City Engineer recommended that the council not sell the land and keep control of it for the purpose of maintaining the retention pond. Discussion was held and questions were asked. A motion was made by Brenneman, second by Nelson, to have the City Attorney draft a purchase agreement to sell the land to Jeff Thurn. Terry Hagen approached the council to give comments regarding the retention pond. Nelson and Brenneman voted yes will all others voting no, motion failed. City Attorney Larry Nelson gave advise to the Council in regards to state law on water control as well as his advise on purchase agreements.

**STI Proposal for Test Plot Project at Sports Complex:** Southeast Technical Institute had approached the city with a proposal to use our sports complex as a class project for a test site for growing grasses. A motion was made by Brenneman, second by Kuehl, to approve the proposal with Southeast Technical Institute – all voted yes, motion carried.

**ICAP Management Agreement for 2017-2018:** Sidel presented the council with the proposed ICAP Management Agreement for 2017-2018 between the City and our transit system and reported that there were no changes to the agreement from last year. A motion was made by Horn, second by Nelson, to approve the ICAP Agreement for 2017-2018 – all voted yes, motion carried.

**Discuss Zoning of Swenson Addition:** Sidel asked the Council regarding the piece of property near Central States if they would like to re-zone it to be available when a request for information comes in for a company. She stated that the process to re-zone takes a few months and instead of trying to re-zone it for a business that wants to move in after the fact, it might be a better idea to have the property already zoned because you can still use it for its present use until a change needs to be made. A motion was made by Horn, second by Nelson, to zone the 20 acres south of Central States on the north side of the sports complex to light industrial. Terry Hagen approached the council to give input on the motion. Councilman Kuehl asked Jesse Fonkert to approach to ask questions regarding the motion on the table. Brenneman moved to call a vote – all voted yes, motion carried.

**Discuss transfer of Lot 3 Swenson Addition to HADC:** Chamber and Economic Development Director Jesse Fonkert approached the council to update the council regarding this agenda item. The HADC had a meeting in regards to this request after the agenda was posted. The HADC would like to withdraw their request to transfer the lot in question to them until they have more time to do more research.

Fonkert also reported that a request for information had just come in and that he would like direction on how to proceed. He would like to propose Lot 3, Swenson Addition. It was the consensus of the council to let Fonkert pursue the request for information and offer Lot 3, Swenson Addition at \$12,000.00 an acre with sewer brought up to the property line.

**Review/Approve 2016 Audit:** Sidel presented to the council the final 2016 Audit. A motion was made by Nelson, second by Horn, to approve the 2016 Financial Statements and Audit – all voted yes, motion carried.

**Mayoral Appointments – City Engineer and City Attorney:** Mayor Menning appoints Stockwell Engineers as the City Engineer until September 2018. A motion was made by Horn, second by Nelson, to approve the Mayor’s appointment of Stockwell Engineers as the City Engineer until September 2018 – all voted yes, motion carried. Mayor Menning appoints Frieberg, Nelson and Ask as the City Attorney until September 2018. A motion was made by Nelson, second by Jones, to approve the Mayor’s appointment of Frieberg, Nelson and Ask as the City Attorney’s until September 2018 – all voted yes, motion carried.

**Correspondence:** Mayor Menning proposed to write a thank you to Amy Sebert and the pool staff for their hard work over the summer. It was the consensus of the council to write this thank you.

**Adjournment:** A motion was made by Horn, second by Kuehl, to adjourn at 9:25 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